



SAIRA TAHIR

BUSINESS GRADUATE | ADMINISTRATIVE, CLIENT RELATIONS & OPERATIONS PROFESSIONAL

PROFILE

Business Administration graduate with experience across administration, business development, and educational counselling. Skilled in stakeholder communication, CRM management, documentation, coordination, and process support. Demonstrates strong organizational ability and experience managing client and administrative responsibilities in fast-paced environments.

Experience Order

CONTACT

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✉ sairatahir_22@yahoo.com

📍 Rawalpindi, Pakistan

EDUCATION

2020 - 2025

BBA (HONS)

RIPHAH INTERNATIONAL UNIVERSITY

SKILLS

- Business Communication
- Administrative Coordination
- CRM Management
- Documentation
- Client Relations
- Operations Support
- Stakeholder Management
- Microsoft Office

WORK EXPERIENCE

• Educational Counsellor - Career Advisors 2025-2026

- Managed stakeholder communication and coordinated admission-related processes
- Conducted eligibility assessments and maintained documentation accuracy
- Supported end-to-end record management and follow-up activities
- Assisted clients in navigating processes through structured communication

• Business Development Executive - Social Alpen Marketing Agency 2024-2025

- Conducted client outreach and relationship-building activities
- Maintained CRM records and tracked business interactions
- Coordinated meetings and supported proposal preparation
- Contributed to client acquisition and business growth initiatives

• Admin Intern – Riphah International University 2024

- Supported administrative operations and student-facing activities
- Assisted with documentation and process coordination
- Maintained records and ensured smooth communication workflows
- Developed strong organizational and multitasking capabilities

REFERENCE

- Will be provided on Demand