

SUMRA RAQEEB

Sarai Saleh, Haripur, Pakistan

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PROFESSIONAL SUMMARY

BS Computer Science graduate with experience in retail operations and pharmaceutical manufacturing. Currently working in a pharmaceutical company where I am involved in medicine packing, final packing, and shipment preparation. Possess strong communication, organizational, and computer skills with the ability to learn quickly and adapt to professional environments. Seeking an opportunity to build a career in Regulatory Affairs and administrative operations within the pharmaceutical industry.

SKILLS

- MS Office (Word, Excel, PowerPoint)
- Computer Fundamentals
- Communication Skills
- Team Coordination
- Customer Service
- Administrative Support
- Documentation Handling
- Record Keeping
- Time Management
- Attention to Detail

WORK EXPERIENCE

Weather Folds Pharmaceuticals, Hattar, Haripur **Packing Assistant | April 2026 – Present**

- Perform medicine packing according to company procedures.
- Prepare finished pharmaceutical products for final packing.
- Place packed medicines into shippers/cartons for dispatch.
- Support daily packing operations and production targets.
- Maintain cleanliness and organization within the packing area.
- Work effectively with team members to ensure timely completion of tasks.

Dollar Store – Haripur

Branch Manager | 3 Months

- Supervised overall branch operations.
- Managed team performance and daily activities.
- Prepared daily and monthly reports.
- Ensured smooth store operations.

Girls Section Supervisor | 3 Years

- Supervised female staff members.
- Maintained discipline and work schedules.
- Managed section-related coordination.

Sales Associate | 1 Year

- Assisted customers and managed daily store activities.
- Maintained product displays and stock organization.
- Provided customer support and sales assistance.

Jinnah Mall – Haripur

Brand Ambassador (BA) | 6 Months

- Represented the company and promoted assigned products.
- Engaged customers and explained product features.
- Assisted in increasing product visibility and sales.
- Coordinated with company supervisors regarding daily performance.

EDUCATION

BS Computer Science

GPGC for Women, Haripur(2025)

FSc

GGPC Sarai Saleh, Haripur(2021)

Matric

Govt. Girls Centennial Model High School, Haripur(2019)

DIT (Diploma in Information Technology) – 1 Year(2023)

CERTIFICATIONS

- Advanced Python Programming – Pak-Austria University, Haripur
- DIT Certification

LANGUAGES

- Urdu
- English
- Hindko