

SANA QAMAR MALIK

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Seeking a challenging opportunity with a prestigious organization for the refinement of my personal capabilities. I aim to work in a highly professional environment, where I can learn and get exposure to enhance my professional capabilities as well as to help the accomplishment of vision and mission of the organization.

EXPERIENCE

FEBURARY 03, 2025 TO JUNE 30, 2026

ADMINISTRATIVE & PROCUREMENT OFFICER,

AA TRADERS (PROCUREMENT OFFICE)

- Manage all type of finance and office work.

MAY 23, 2023 TO MAY 31,2024

INTERN IN TV STUDIO (WORKED AS NLE EDITOR, PHOTOGRAPHER),

FATIMA JINNAH WOMEN UNIVERSITY, RAWALPINDI, PAKISTAN

- Edit visual messages for university's social media pages like Facebook, Official Website, Youtube.
- Assist Head of Department in technical work in studio and regarding media coverage.

MAY 03, 2021 TO JULY 30,2021

LDC/JUNIOR CLERK (WORKED AS ELECTRONIC ENGINEERING DEPARTMENT COODINATOR),

FATIMA JINNAH WOMEN UNIVERSITY, RAWALPINDI, PAKISTAN

- Plan, organize, direct, control and evaluate the operations of a department providing a single administrative service or several administrative services.
- Providing records, management or other administrative services.
- Prepare reports and briefs for management committees evaluating administrative services.
- Help students to solve their queries.

JUNE 01, 2020 TO MAY 01, 2021

INTERN IN TV STUDIO (WORKED AS NLE EDITOR, PHOTOGRAPHER),

FATIMA JINNAH WOMEN UNIVERSITY, RAWALPINDI, PAKISTAN

- Edit visual messages for university's social media pages like facebook, website, youtube.
- Assist Head of Department in technical work in studio and regarding media coverage.

JULY 14, 2019 TO AUG 30, 2019

INTERN AS RADIO PROGRAM EDITOR,

PAKISTAN BROADCASTING CORPORATION (PBC), RAWALPINDI, PAKISTAN

- Planning of programs.
- Record programs.
- Edit programs.
- Made programs on Dholchi, national game Hockey and Raja bazar.

OCT 01, 2019 TO JAN 31, 2020

ADMINISTRATIVE ASSISTANT,

MUGHAL TRADERS PHARMACEUTICAL DISTRIBUTORS & INSTITUTIONAL SUPPLIERS, RAWALPINDI, PAKISTAN

- Timely organization of office communications and preparation of official letters and presentations.
- Record keeping, compiling, updating of office data and producing summary reports of collected data.
- Satisfying customer queries.
- Plan and schedule appointments and meetings.
- Office related handling of malfunctions.
- Monitor supply and shortages of products.
- Perform receptionist duties when needed.

APRIL 10, 2019 TO APRIL 13, 2019

COMMUNITY WORK,

AL-SHIFA TRUST EYE HOSPITAL, RAWALPINDI, PAKISTAN

- Duty to take care of patients.
- Duty at Glaucoma/ Retina Clinic Department.
- Worked in Refraction Unit.
- Worked in Admission Office/ Panel.

AUGUST 08, 2018 TO SEPTEMBER 18, 2018

INTERN IN EDITORIAL DEPARTMENT, DAILY JANG NEWS, RAWALPINDI, PAKISTAN

- Searching of News.
- Worked as Sub-Editor.

EDUCATION

YEAR 2017 TO YEAR 2019

MASTER OF COMMUNICATION AND MEDIA STUDIES,

FATIMA JINNAH WOMEN UNIVERSITY, RAWALPINDI, PAKISTAN

YEAR 2014 TO YEAR 2017

BACHELOR OF ARTS,

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD, PAKISTAN

YEAR 2010 TO YEAR 2012

HIGHER SECONDARY EDUCATION,

KHADIJA UMAR GOVT. COLLAGE FOR WOMEN TENCH BHATTA, RAWALPINDI,
PAKISTAN

YEAR 2009 TO YEAR 2010

SECONDARY SCHOOL EDUCATION,

STATION GIRLS HIGHER SECONDARY SCHOOL, SHER KHAN ROAD, RAWALPINDI,
PAKISTAN

SKILLS

- Adobe Premiere.
- MS Office.
- Flexible.
- Self- Motivated.
- Good in team work activities.

INTERESTS

- Photography
- Videography.
- Non- Linear Editing.