



Pakistan

Ms. Sonaila Adnan

## PERSONAL DETAILS

Reference No.	CV-IT-549317-25
Country of Residence	Pakistan
Surname	Adnan
Given Name	Sonaila
Date of Birth	Friday, 04 May 1990
Gender	Female
Marital Status	Single
Religion	Christian

## PASSPORT DETAILS

Passport Number	
Nationality	Pakistan
Date Of Issue	Sunday, 01 Dec 2024
Date Of Expiry	Friday, 01 Dec 2034
Place Of Issue	Pakistan

## PHYSICAL INFORMATION

<b>Height</b>	5 feet 3 inches
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<b>Weight</b>	75kg
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No, I Don't have any physical disability or serious illness.

No, I Don't have any scars, marks or tattoos.

## EDUCATION INFORMATION

<b>Highest Level of Education</b>	Graduate
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<b>School/College/University Name</b>	University of punjab of information and technology
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<b>Passing Year</b>	2018
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## PROFESSIONAL QUALIFICATIONS

<b>Institute Name</b>	University of punjab of
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<b>Course Title</b>	BS in computer science (Honors)
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<b>Passing Year</b>	2018
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## LANGUAGES INFORMATION

<b>Languages</b>	<b>Speaking</b>	<b>Writeing</b>	<b>Understanding</b>
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English	Excellent	Excellent	Excellent
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urdu	Excellent	Excellent	Excellent
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## EMPLOYMENT HISTORY

<b>Year Of Exprience</b>	6 years and 5 m
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<b>Background</b>	My expertise lies in coordinating and leading administrative and operational functions. I have Experience in planning, coordinating, and facilitating physical meetings and remote video conferences. I possess a wide range of software skills, including expertise in Microsoft Office applications, like MS-Word, Excel, PowerPoint Etc. Besides, this i am having Multiples departments Experience including customs clearance , Freight forward and Marketing consultant for import and export Companies. currently i am Gaining Experience in tourism company where i am dealing national and international tourism Companies, customer dealing and package designing for Travelers. i am adaptive and versatile in my working field.
<b>Latest Company</b>	Seven days travel and tours
<b>Telephone No</b>	+92 334 1114602
<b>Address</b>	Office #3, 3rd Floor, Waqar Plaza, Canning Road, Saddar, Rawalpindi
<b>Date Of Join</b>	2025-01-10
<b>Last date at Job</b>	

## EXPERIENCE CERTIFICATIONS

### Certifications

certificate

### **NOTE:-**

We are Workers in Armenia / Galaxy Seven Armenia, a recruitment and employment support organization assisting employers and foreign workers in the Republic of Armenia. We have been appointed as HR consultant for the above applicant. The above (CV) applicant is our registered and recognized candidate; therefore, we assure you that the applicant will be well-mannered, sober, and gentle. After confirming hiring eligibility, our company will assist the applicant in preparing the required documents for the work authorization process and, where applicable, for obtaining a legal work residence permit in Armenia. After completion of formalities, our company will support the applicant by providing basic but very important HSE and first-aid training. Workers in Armenia / Galaxy Seven Armenia will also provide proper knowledge to the applicant about work ethics/behavior and the applicable laws and regulations of the Republic of Armenia. Our office

representative will be accessible at all times through our Armenia office with 24/7 online support to respond to the employer (Company) and assist throughout the entire process. Our entire service follows ethical recruitment practices. We do not charge any money/fees from the applicant for VISA or JOB in Armenia.