



## CONTACT ME

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## EDUCATION

### BS in Business Administration

University of Management and Technology

2019-2023

### FSC -Pre Engineering

Kips College Garden town

2017 - 2019

## SKILLS

- Management Skills
- Communication Skills
- Critical Thinking
- Analytical Skills
- Problem Solving
- Time Management and Adability

# HARIS MUMTAZ

## Marketing Assistant

## ABOUT ME

Enthusiastic UMT graduate with one year of experience in student consultancy and product marketing. Skilled in understanding client needs, identifying market needs, trends, and implementing effective marketing strategies. Actively seeking a challenging role in digital marketing to further develop my expertise and contribute to innovative marketing solutions.

## WORK EXPERIENCE

### Counseling and Advising:

08/2023 - 2024

- Providing academic guidance, career development, building and shaping the perspective of new mindsets.
- Providing an advisory role in decision-making related to educational and career prospects.

### Multi-Tasking & Time Management:

- Efficient managing clients and multiple tasks simultaneously.
- Prioritizing responsibilities and maintaining a well-organized task schedule to ensure effective counseling and support.

### Resourcefulness:

- Research oriented approach to hunt (scholarships, internships, mental health services, etc.).

### Ravi Switch Gear

06/2020 - 09/2020

Marketing Assistant

- Ability to develop and execute comprehensive product strategies
- Coordination with cross-functional teams and demonstrated outstanding teamwork

## REFERENCES

### Muhammad Osama

Ravi switchgear / CEO

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