

WORK EXPERIENCE

ADMINISTRATOR .

WePlay Entertainment

PESHAWAR.

SEP 2023 - AUG 2024

Manage office supplies and inventory levels, ordering supplies as needed. Coordinate and schedule meetings, appointments, and travel arrangements for team members. Maintain organized electronic and physical filing systems, ensuring easy access to documents. Handle incoming and outgoing correspondence, including emails, phone calls, and mail. Assist with the preparation of reports, presentations, and other documentation as required. Provide administrative support to team members, including assisting with project management tasks. Coordinate office maintenance and repairs.

Marketing Manager.

MM ACADEMY PESHAWAR.

Aug 2022 - Sep 2023

Marketing manager responsibilities include tracking and analyzing the performance of advertising campaigns, managing the marketing budget and ensuring that all marketing material is in line with our brand identity. To be successful in this role web analytics tools and be able to turn creative ideas into effective advertising projects. Flex Printing Hording Boards campaign visit out door stations for Marketing Team Management and lead them Facebook manage instagram and whatsapp Also.

Business Development Associate

ARY AAA Associate Peshawar

feb 2022 - Aug 2022

To manage overall Operations which is related to booking. Services providing to Customer. Operations include all type of customer queries and office management. Arrangement of required documents of Apartment booking. Communication with clients. Follow up on CRM on daily basis. Work on resolving the issues of a single customer. Update records of a customer on daily basis. Daily Follow up on sales and customers. Meetings with customer. Giving presentations to the customer. Arrange Meetings with Customer. Direct Dealing with customer in closing on booking of new apartment. Leading a training session once a week.

Business Development executive.

Topline Marketing PVT LTD

jan 2021 - Nov 2021

Business Development Officer work To manage overall Operations of the real estate clients , which is related to meeting and booking, Operations include all type of Social media. Arrangement of required documents of booking. Communication with clients. Work on Facebook, Instagram and Whatsaap and facilitate customer. Work on booking and follow up the clients and make data report in excel sheets.

EDUCATION

• **University of Agriculture 2024**

Bachelors in Business Administration , BBA
Business Finance
CGPA: 3.4/5

• **CDP Institute Peshawar 2019**

Diploma in Information technology
marks 1044

• **PEF College Peshawar 2016**

Intermediate Computer Science
Percentage: 63%

• **Happy Day Nursery and School 2014**

Matriculation Computer Science
Percentage: 73%



BASIT ALI

ADMINISTRATOR

INFORMATION



03479576548



alib51169@gmail.com



Saddar Cantt Peshawar.

EXPERTISE

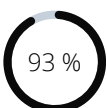
- Management Skills
- Creativity
- Digital Marketing

LANGUAGES

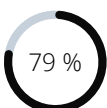
- English
- Urdu
- pushto

SKILLS

DIT Diploma



Computer
Knowledge



Project
Management

