

Masood Rehman

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Experience

Project Manager - Addex Solutions (April 2025-Present)

- Manage IT projects from start to finish
- Use tools like ClickUp and Trello to keep projects on track
- Work with developers and designers to complete projects

Content Distribution Manager Intern - DM Flows (2023-2024)

- Increased Instagram engagement by 35%
- Created posts and designs that brought more visitors to the website
- Earned a certificate for good performance

Projects

1. Project Management System Implementation

- Successfully implemented Notion and Trello at Addex Solutions, streamlining team workflows and improving task visibility.
- Migrated DM Flows to ClickUp, reducing project coordination time by 30%.

2. Freelance Design Projects

- Created engaging social media posts for a mango export business, increasing their Instagram reach by 40%.
- Designed promotional content for a business development consultant, enhancing their service visibility and client engagement.

3. Social Media Management

- Managed DM Flows' social media pages (Instagram/Facebook/Slack/LinkedIn), growing followers by 35% in 3 months through targeted content strategies.
- Developed and executed a content calendar, improving post consistency and audience interaction.

Education

BBA - Emerson University Multan (2024-2028)

Current grades: 90%

Coursework: Principles of Marketing, Financial Accounting, Business Communication, Organizational Behavior, Entrepreneurship, Business Analytics, Operations Management, and Strategic Management. The curriculum has provided strong foundational knowledge in business operations, team leadership, and data-driven decision making.

Skills

- ✓ Project Management - tools (Trello, ClickUp, and Notion)
- ✓ Social Media Management
- ✓ Content Creation
- ✓ Team Leadership
- ✓ Designing

Certificates

- Project Management (Great Learning)
- Digital Marketing (DigiSkills)
- Social Media Management and Inbound Marketing (HubSpot)
- Internship Certificate (DM Flows)

About Me

I'm a project manager who helps teams stay organized and get work done efficiently. I'm skilled at using tools like Trello, Notion, and ClickUp to manage tasks, deadlines, and team collaboration. I also handle social media management—creating content, designing posts, and growing online engagement. Whether working remotely or in-person, I can manage projects from start to finish, ensuring everything runs smoothly. My strengths include content creation, design, and keeping teams on track to deliver great results.

Work Preference

Open to remote, hybrid, or on-site opportunities.