

Lia Bilgrami



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DUBAI, UAE

WORK EXPERIENCE

Content writer & Web developer

Shahi Art founded by renowned Dubai artists Shahi Dayekh

- Content writing descriptions of artworks
- Website design
- Social media promoter
- Organizer during exhibitions

Sales promoter

Revive spa wellness and therapeutic center

- Arranging B2B clients
- Gathering clientele
- Social media marketing

Event organizing volunteer

Emirates Literature Fest Dubai's most popular book fair includes signings by world-famous authors

- Organized events
- Managed crowds and customer service
- Stocking and organizing inventory

Sales Executive & Administrative assistant

Jannat Tours a tourism company secured in Dubai for 22 years

- Actively participated in promoting the product within the field
- Conducted meetings with tour managers in other Tour Operating companies
- Created and set appointments and analyzed CVs

Digital Marketing

Imkaan an NGO for children's education

- Social media promotion and algorithm boosts
- Campaign's media manager
- Co-Creator and recruit for Youth Ambassador Program

PROFFESIONAL SUMMARY

Communications expert with strength in active negotiation, e-commerce, and customer service. Excellent interpersonal, organizational, and time management skills. Able to maintain strong professional relationships.

SKILLS

Communication and verbal skills

Content and creative development

Digital marketing and design

EDUCATION HISTORY

High School Diploma

American International School - Dubai
AP (advanced placement) graduate of **95%** and **full 4.00 GPA**. Highest Honor Student (Summa Cum Laude) Top 5% bracket of graduates

LANGUAGES

English & Urdu

VISA STATUS

Golden Visa recipient
Self sponsor