

# Ramsha Amir

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📍 New Shadab Colony Multan Pakistan

📅 11th November 2002 🇵🇰 Pakistani 🧑 Single

## 👤 ABOUT ME

A highly motivated and organized individual with a proven track record of success, I am a professional administrative assistant with over three years of experience in providing excellent support services to executives. Proficient in Microsoft Office and experienced in the use of various customer relationship management software applications, I possess strong communication, organization, and problem-solving skills. I am also well-versed in processing sensitive documents and data entry. With an attention to detail and an ability to work in a fast-paced environment, I am confident in my ability to provide excellent administrative support.

## 💼 PROFESSIONAL EXPERIENCE

Social Media Marketing, Work from home

December 2021 | Multan, Pakistan

*I'd a social media marketing experience in field of various platforms such as Facebook, Blog spot, Telegram and Discord server and channels where I demonstrate the business marketing and also a product marketing*

Lead Generation, Freelancing

*I'd Lead Generation experience in B2B and B2C lead gathering or generation in various platforms or for Businesses*

## 📄 CERTIFICATES

Event Manager

I'd a Event Manager Certificate as i manage the event held in our department and I got the Award on Annual Prize Distribution Ceremony

Society committee chair person

I'm Society committee chair person and Students affairs committee member in university

## 🎓 EDUCATION

Matric, Zamir Public School Gulgasht Multan

January 2016 – August 2018 | Multan, Pakistan

*I did my matric examination from Zamir Public School Gulgasht Multan and I secured 72% marks in my matriculation exams*

ICS, Kips College Multan

March 2019 – May 2021 | Multan, Pakistan

*I did my ICS from Kips College and I secured 75% marks in my Intermediate, I also have PCC Degree in descriptive field*

BS Telecommunication, BZU Multan

September 2021 – present | Multan, Multan

*I'm Network Advance Systems student doing my degree on the basis of my interest. moreover, I want to explore the opportunities and avail as much as I can do.*

## 🏆 AWARDS

Event Manager

22nd March 2023

Ludo championship 🏆

Producer in Decorations

## 🏠 ORGANIZATIONS

LEO Club, Regional Secretary

May 2022 | Multan, Pakistan

*I worked as Regional Secretary in leo club, It's Trust run by government and officials that help people through donations*

## 🔑 INTERESTS

Coin collection • Pet keeping • Indoor games

Plantation • Movies/ Drama

## LANGUAGES

English



Urdu



Saraiki



## DECLARATION



Ramsha Amir

## SKILLS

### MS word



I readily Made documents and related subject work on MS Word

### Lead Generation



B2B and B2C Lead Generation

### PCC



Professional Computer Program Composer