

Muneeb Javaid Butt

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Education

University of Central Punjab, Lahore

- Bachelor of Business Administration
Major: Marketing
Minor: HR & Supply Chain
CGPA: 3.12

October 2019-July 2023

Forman Christian College, Lahore

- Fsc. Pre-Engineering

August 2016-March 2018

WORK EXPERIENCE

1st4connect, Lahore

March 2023-May2023

Business Development Manager, Sales & Marketing

- Managed almost 3 to 4 social media platforms pages and executed 2 successful Google ads campaigns for the company.
- Worked extensively on accounting software by the name of FastAccounts.io to maintain a comprehensive customer database, manage sales invoices, purchase orders, bills, and receipts, ensuring efficient and accurate financial records for the customers.

Faletti's Hotel, Lahore

July 2022-September 2022

HR & Marketing Intern

- 7 weeks internship in HR & Marketing department at Falettis Hotel, Lahore.
- Assisted with analyzing customer behavior and creating marketing strategies and responsible for designing job post ads, certificates and social media posts.
- Assisted with recruiting process which include sourcing candidates and screening resumes.
- Administrative tasks such as maintaining employee records and scheduling interviews of different candidates.

Volunteer Activity

Plantation Drive, University of Central Punjab

May 2022-June 2022

- Participated in a plantation drive to help combat deforestation and promote sustainable living.
- Involved planting and nurturing saplings of various species and worked with a team of volunteers to prepare plant saplings through regular watering and weeding.

Certifications

University of Central Punjab

Certificate of Achievement in (Data Analytics Using Microsoft Power BI)

Coursera

Use Canva to Create Social Media Visuals for Business

Skills and Interests

Technical Skills: Microsoft excel, WordPress, cloud computing software (Fast accounts)

Language: English – Intermediate and Urdu - Native

Interpersonal Skills: Time management, Problem solving skills, Customer service