

AIMAN YAQOOB

Career Objectives

Seeking employment in an organization, which realizes that its people are the main assets & one, which takes care to groom them through continuous development programmers of various kinds. I hope to grow many folds in terms of capability, creativity, leadership & responsibility.



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1Block 18 Dera Ghazi Khan

LANGUAGE

- English
- Urdu
- Saraiki

EXPERTISE

- Management Skills
- Creativity
- Digital Marketing
- Customer Care
- Critical Thinking
- Leadership

COURSES

Android Mobile App
Development

EXPERIENCE

Campus Manager

Virtual University of Pakistan

Feb 2018,Oct 2018

Being a campus manager duties include:

- Communicating enrollment goals between departments
- Promoting university programs through direct marketing initiatives
- Explaining policies to faculty, staff, students and parents
- Directing interested students to admission and enrollment counselors
- Completing all necessary documentation
- Using social media to market university programs
- Managing merchandise programs to market university offerings

Jr. Executive

Nadra

April 2019,Present

- As a data entry operator in Nadra, the main responsibility is to accurately and efficiently enter data into Nadra's system. This data may include personal information such as name, address, date of birth, and identification documents like CNIC or passport.
- Apart from data entry, other responsibilities include verifying the accuracy of the information entered, ensuring that the data is securely stored and protected, maintaining records and reports, and communicating with other team members and departments as needed
- Main role for data entry operators in Nadra is to maintain confidentiality and respect the privacy of the individuals whose data they are handling

EDUCATION

Islamia University Of Bahawalpur

BSCS

2013-2017