

# MUHAMMAD TALHA HAFEEZ KHAN

## BUSINESS AND TECHNOLOGY

### BASIC INFORMATION

I am Muhammad Talha student of Business and Technology ,and highly motivated to move my journey further and apply the knowledge and experience which we learned and faced in university. I am excellent in Business Communication and doing some side business and learning new skills from Facebook and Google workspace. My approach is Customer First And Profit Last, even its my business or your company . And now a days Business Ethics is my favorite subject.

### PERSONALITY HIGHLIGHTS

- Entrepreneurial Mindset
- Neat and well-organized
- Motivated by problem solving
- Independent worker
- Works well with deadlines
- Creative and efficient
- Ethical Person

### CONTACT DETAILS

- Boys Hostel International  
Islamic University  
Islamabad H-10
- Kundian City, Mianwali,  
Punjab
- khanniazi1618@gmail.co  
m
- 
- +92 305 874 3540

### SKILLS

Google Ads Facebook Ads

Canva Communication

B2B Sales Management

### FINAL YEAR PROJECT

Development and Implementation of Koursey (Learning Management System for Online education)

### EDUCATION

International Islamic University Islamabad  
Bachelor in Business Administration and  
Information Technology Management  
2019-Present

Cadet College Rawalpindi  
FSc Pre-engineering  
2016-2018

Cadet College Khushab  
Matriculation  
2014-2016

### CERTIFICATE

Digital Marketing  
Digiskills , Insight , Virtual University

E-commerce Management  
Digiskills , Insight , Virtual University

Promote Your Business From Facebook Page  
Facebook Blueprint

Digital Marketing and E-commerce  
Google Skillshop  
Present

### EXPERIENCE & PROJECT

- Instagram and Shopify Ads Analyst At  
Booksvilla.com
- Working As a Sales Executive In Outright
- Startup Business and B2B
- Marketing Internship



## FACULTY OF MANAGEMENT SCIENCES

No.IIUI-FMS (Intern)/2022/41

Dated 07-09-2022

Dear Sir/Madam,

### PLACEMENT OF INTERNEES

The International Islamic University established the Department of Business Administration (DBA) in spring 1996. The Department is currently offering BBA (Hons.), MBA (Evening) programs for male students and BBA (Hons.) & MBA programs for female students. Our Department of Technology and Project Management (DTPM) is offering BBA-ITM (Hons.), BS Project Management and BS Business Analytics Programs.

Business education based purely on the classroom experience is incomplete and ineffective. Students need to have hands on experience in addition to the book-knowledge. With this philosophy in mind DBA has created a **Career Development Office (CDO)**. The objective is to place students for internships during the program and find permanent placements at the end of the program and to develop a long and meaningful relationship with business organizations.

The IIUI, DBA programs differ from other programs in Pakistan in a major way. In the DBA programs the curriculum is conducted with the idea of training the students, and teaching them how to handle pressure and stress, rather than stressing purely on the academic knowledge. In addition to the course work an intensive internship with a reputable, professional, progressive and dynamic organization like yours is also mandatory.

The student approaching you will be able to do financial analysis, develop marketing plans, carry out research, write reports and is comfortable with computer usage. You can assign him any task and, we believe, that he is competent enough to carry out that effectively.

We are forwarding the name of **Mr. Muhammad Talha Hafeez Khan S/O Muhammad Inam Ullah Khan** Registration No. (1355-FMS/BBAIT/S19) has been student of BBAITM. We hope that your organization will assist us in our endeavor to produce competent and effective managers.

Sincerely,

**Dr. Abdul Zahid Khan**  
Chairman, (DTM)  
Faculty of Management Sciences  
Email: [zahidkhan.fms@iiu.edu.pk](mailto:zahidkhan.fms@iiu.edu.pk)