



Contact

Phone

03452842665, 03332063867

Email

Infoubaidbashir@gmail.com

Address

2nd Floor Hasanand Building,
Urdu Bazar, Saddar, Karachi.

Education

Intermediate

Board Of Secondary Education Karachi

Matriculation

Board Of Secondary Education Karachi

Expertise

- Integrated Marketing
- Customer Engagement
- Project Management
- Data Coordination
- Communication
- Adaptability

Language

English



Urdu



Ubaid Ur Rehman

Personal Profile Statement

A dynamic professional with a strong background in marketing, advertising, and project management. They excel in communication, organization, and adaptability, thriving in both individual and team settings. Their confidence, hardworking nature, and reliability shine, even under pressure. With a blend of creativity and analytical skills, they craft positive brand experiences while ensuring seamless operations. Ready to climb the specialist ladder, they are a valuable asset in any integrated marketing endeavor.

Experience

03 Months (10-Apr-23 to 15-Jul-23)

Mina Hassan, Karachi

Admin Assistant

During my time as an Admin Manager at Mina Hasan Studio, I managed administrative tasks and operations. My responsibilities included handling inquiries from customers, creating and maintaining a project timeline for product launches, and ensuring effective coordination among in-house creative, production personnel, and clients. I also likely played a role in ensuring smooth day-to-day studio operations

02 Years (Feb-21 to Mar-23)

Artistic, Karachi

Assistant Project Manager

At Artistic, my role as an Assistant Project Manager involved overseeing project execution, maintaining communication between creative and production teams, and ensuring timely delivery of print materials for campaigns. I created project timelines, managed customer inquiries, and updated clients on campaign effectiveness. Coordinating various aspects of project management to meet client expectations was a key part of my responsibilities.

02 Years (Nov-18 to Dec-20)

DO Advertising

Assistant Media Planner

During my 2-year tenure as an Assistant Media Planner at DO Advertising, I was responsible for various tasks related to media planning and coordination. This involved updating and distributing the in-house media to clients and agencies regularly, maintaining sales sheets, creating tracking reports for ongoing campaigns, and keeping records of advertising sites. I also played a role in determining optimal timing for media activities based on usage patterns and seasonal trends.

02 Months (Sep-18 to Oct-18)

Mobilink, Karachi

Brand Ambassador

As a Brand Ambassador at Mobilink Karachi, my responsibilities included promoting the company's products and services, engaging with potential customers, and creating a positive brand image. I participated in events, communicated brand messages, and provided product information to interested individuals. Additionally, I gathered customer feedback and reported insights to the marketing team.