

MUSTAFA NAEEM

Street 23-B New Karol, Shalamar Town, Lahore

0313-4561783

mustafanaeem775@gmail.com

Education

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|---|----------------------------------|
| COMSATS University <i>Bachelor (Hons)</i> | Islamabad, Pakistan 2014-2018 |
| Punjab College of Science <i>F.Sc.</i> | Lahore, Pakistan 2011-2013 |

Professional Experience

Marketing Strategist

MNM Medical Recruiters
October 2020 – Present

Lahore, Pakistan

- Making strategy for marketing of services and to support the brand presence
- Brainstorming new design ideas for social media content
- Writing scripts to ensure content is informative and appealing
- Responded to emails and maintaining Data for reporting

Product Executive | E-Commerce Startup

Warmheart.pk
January 2019 – June 2020

Lahore, Pakistan

- Maintained content and product enhancement
- Document, Report and address the application performance
- Handled inbound queries from the clients
- Managed presence of the brand and engaged with client

Strengths

- Client Relations Management
- Adept at Written English
- Ability to perform well in a team
- Highly skilled in managing time and organizing work priorities

Additional

- *Skills:* MS Office, Report Writing, Content Creation
- *Interests:* Reading, Writing, Current Affairs