



# JOSHWA BHATTI

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## ADMINISTRATOR AND DIGITAL MARKETER

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### CONTACT

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📍 Karachi, Pakistan

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### SKILLS

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- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

### LANGUAGES

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- English (Fluent)
- Urdu (Fluent)
- Punjabi (Basics)

### INTEREST

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- Social Activities
- Event Management

### REFERENCES

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To be furnished upon request

### OBJECTIVE

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To achieve a leading position in a high-paced motivated working environment, which will allow me to apply my strong, analytic, problem solving and communication skills, aiming to locate myself in a setting where I can grow professionally and educationally. I have the ability to learn things quickly and a team player to deal with new challenges and learnings with passion.

### WORK EXPERIENCE

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- **Sohail University**  
Executive Secretary Feb 2023- Present
- **Success Factor**  
Student's Coordinator Jan 2021-Sep 2021
- **Mcdonald's London UK**  
Crew Member Feb 2019-Oct 2019
- **Bay View College**  
Software Trainer (Internship) Sep 2015-Oct 2015

### EDUCATION

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- **Digital Marketing**  
Arena Multimedia Pakistan Oct 2024-May 2025
- **E-commerce & Dropshipping Mastery Program**  
Ask Imtinan, Islamabad 8 weeks -2020
- **BSc (Hons) Information Technology & Business Information System**  
Middlesex University, London Jan 2019-Oct 2019
- **Advanced Diploma in Software Engineering**  
Aptech Computer Education Pakistan Aug 2013-Dec 2016
- **Advanced Microsoft Excel**  
Aptech Computer Education Pakistan October 2015
- **Intermediate in Arts (Privately)**  
Board of Intermediate Education Karachi December 2013
- **Matriculation in Science Group**  
Young Men's Christian Association School Karachi October 2010
- **Information Technology Literacy Program**  
Academy of Excellence Karachi January 2010

### ACHIEVEMENTS

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- **Certificate of Participation in 2 Days Training of First Aider**  
Red Crescent Pakistan January 2017
- **Certificate of Participation in 3 Days Training**  
IBTIDA, Drugs Rehabilitation Center Karachi July 2015
- **Certificate of Participation in Ambassador Program**  
Aptech Computer Education Pakistan February 2014