



ADMINISTRATOR AND DIGITAL MARKETER

CONTACT

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SKILLS

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

LANGUAGES

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

INTEREST

- Social Activities
- Event Management

REFERENCES

To be furnished upon request

JOSHWA BHATTI

OBJECTIVE

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

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

EDUCATION

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

ACHIEVEMENTS

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