

Muhammad Hassaan Naeem

Student



Lahore, 54792



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Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.



Skills

- Social media proficiency
- [Database] proficiency
- Observance of standards
- Microsoft Office Suite

Excellent

Very Good

Very Good

Excellent



Work History

Assistant Manager of Media&Promotions

LUMS Community Services Society, Lahore

- Resolved problems, improved operations and provided exceptional service.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Prepared variety of different written communications, reports and

2020-09 - Current

2019-09 - 2020-06

- Prepared variety of different written communications, reports and documents.
- Participated in team-building activities to enhance working relationships.
- Worked with customers to understand needs and provide excellent service.
- Collaborated with team members to achieve target results.
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.

Social Media Manager

Pakistan International School Jeddah - English Section, Jeddah

- Developed marketing content such as blogs, promotional materials and advertisements for social media.
- Analyzed and reported social media and online marketing campaign results.
- Analyzed marketing plan and social media strategies to identify strategic weaknesses and make recommendations for improvements.
- Improved page content, keyword relevancy and branding to achieve search engine optimization goals.
- Conducted research to determine current benchmark trends and audience preferences.
- Worked with department personnel to deliver brand consistency in social media messages.
- Created actionable plans to grow and maintain followers through Twitter, Facebook and Instagram.
- Suggested and implemented new features to develop brand awareness.



Education

Bachelor of Computer Science: Computer Science And Programming

Lahore University of Management Sciences - Lahore, Pakistan

IGCSE And CIE: Engineering (Pre-Engineering)

Pakistan International School Jeddah - English Sec - Jeddah, Saudi Arabia

2020-09 - Current

2017-09 - 2020-06