

To,

Head of HUMAN RESOURCE

I am applying in your prestigious organization for a position that matches my qualifications. With a countless demand of your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision. I believe that my professional capabilities, effective team working skills, self-motivated, well developed interpersonal skills will be an asset for your organization and my association with your organization will be mutually beneficial.

I have done MBA from **IQRA UNIVERSITY in 2020** and BBA from **BAHRIA UNIVERSITY in 2018**.

Thank you for your generous consideration. Please find my enclosed curriculum vita. Any further information would be gladly provided.

Regards

Ziad Mansoor Khan

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Contact

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Personal Information

Father's Name: Abdul Mansoor Khan

Date of Birth: 17th June 1992

CNIC Number: 42301-6815453-9

Education

MBA: Marketing 2018-2020 (Iqra University)

BBA: Marketing and HRM 2014-2018 (Bahria University)

HSC: 2013 (Govt. Islamia Arts and Commerce College)

SSC: 2011(Karachi Public School)

Reference

Will be furnished upon demand

Objective

To seek a growth oriented yet challenging career with a well-reputed organization and to gain excellence by utilizing my academic expertise with my good professional skills.

Skill Highlights

- Microsoft Office Applications
- Digital Marketing
- Graphics Designer.
- Inventory management.
- Tech-savvy
- Strive for quality work and enjoy learning new skills.
- Negotiating skills.
- Good communication skills.
- Presentation skills.
- E-Commerce

Experience

- **Senior Social Media Executive** At Pixarch.(March 2022 till September 2022)
- **Senior Social Media Executive (Part-time)** At Converge Digital Pvt Ltd.(Since February 2021)
- **Assistant Manager Digital Marketing** at United King Foods Private Limited.(September 2020 till January 2021)
- **Investment Associate** at Al Meezan Investment Management. (February 2020 till August 2020) **(6-Month Contractual)**
- **Web Marketing Associate** at Orange Room Digital. (May 2018 till September 2018)
(Looked After their Social Media Pages with Engro,Osaka Led,State Life,Naheed Supermarket,Geo Drama,HBL and United King Foods Private LTD)
- 1.6 years' experience at 24- Seven Media Network (Pvt) Ltd on **Sales and Marketing Executive.** (January 2017 till march 2018)

Certifications

Took part in managing the following events at **Bahria University and Iqra University:**

- SEO
- E-Commerce
- International Conference on SME.
- Seminar on Lean vs. Green Supply Chain.
- BSPC (Bahria Society Of Professional Communication)
- Organized the "leadership summit 2019" at IU-including arranging sponsors, guests from Top Companies and raising event funds.