**MADEEHA AHMAD KHAN**

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**PERSONAL SUMMARY**

An enthusiastic, determined and highly motivated person.

Dedicated student with outstanding grades throughout academic years.

Possessing extensive knowledge of business tactics & marketing methods, social media management and active interaction with the consumers.

**CAREER HISTORY**

* **Social Media Manager at** *Online Shopping & Retail Site (Facebook & Instagram)****:* 2017-Present**

My duties included:

- Marketing for daily increment loyal customers and genuine audience

- Building appealing images to attract new audience

- Dealing with customers according to their psyche

* **Home tutor for primary school students: –Riyadh**  **1 year**

Taught Mathematics, Science, English and Social Studies subjects to strengthen the base of young folks through persistent monitoring.

* **Teachers Assistant: –Riyadh 2 years**

Worked as a typewriter for a highly qualified English teacher, my responsibilities included:

- Composing exams, quizzes and assessments for students.

- Planning and outlining weekly schedules for students.

- Adding and editing records of students’ evaluation.

- Marking and grading students’ end of year results.

**ACADEMIC QUALIFICATION AND CERTIFICATION**

* ***American High School Diploma*** *(12 years) stamped by* ***AdvancED******COGNIA***
* ***Undergraduate Student of Bachelors in Science of Software Engineering*** *at University of Management & Technology (first year completed, current CGPA 3.88)*
* ***Certificate of Distinction*** *granted by Manarat Al Riyadh International Schools (Riyadh, Saudi Arabia) for attaining first position in Grade 12*

**KEY SKILLS AND COMPETENCES**

* Possessing the required enthusiasm, dedication and drive necessary to manage a social media site.
* Comprehensive knowledge of Programming with C++ language and basic knowledge of Web Development with HTML & CSS.
* Have built successful C++ projects such as Restaurant Management System, Library Management System and Telephone Directory using Microsoft Visual Studio – Graphical User Interface escorted by back-end mySQL Management Database Studio.
* Having the ability of typing at a very high-speed rate.
* Multilingual; fluent in English, Urdu and Arabic Languages along with sufficient understanding of Turkish language.