|  |  |
| --- | --- |
| ROHINA C/o-Mobile: +971502360357rohina.343509@2freemail.com Visa status: Employment visa Transferable  |  |

**OBJECTIVE**:

To prove myself by getting into a competitive environment with immediate challenges and convert them into opportunities.

**EXPERIENCE:**

Overall 5 years of experience. I have learned many things in my working career and have been constantly improving my abilities.

* **NETVENTURE GLOBAL LLC**[**www.netventureglobal.com**](http://www.netventureglobal.com)

**Period:** 2015 Present

**Position:** Operations Supervisor

**Company Description:** Netventure is a Web, Graphics & Online Marketing Company in Dubai

**Responsibilities:** 1. Attend client meetings and assist with determination of

project requirements.

 2. Track the progress and quality of work being performed by

Design disciplines.

3. Maintain Social Media marketing and make the report on monthly

basis.

 4. Excellent command on Word press, Magento so, I create many

websites.

5. Keep the Project Manager (PM) and others informed about

project status and issues that may impact client relations.

6. Ensure clients’ needs are met in a timely and cost effective.

Manner.

 7.Ensure clients’ needs are met in a timely and cost effective Manner.

8. Attend sales meeting also to increase company sales.

 9. Help in administration work.

* **NETVENTURE GLOBAL LLC**[**www.netventureglobal.com**](http://www.netventureglobal.com)

**Period:** 2014 Present

**Position:** Coordinator

**Responsibilities:** 1. Following office, workflow procedures to ensure maximum efficiency.

2. Maintaining files and records with effective filing system.

3. Supporting other teams with various administrative tasks.

4. Greet and assist visitors when they arrive at the office.

 5. Perform basic bookkeeping activities and update the accounting

system.

6. Deal with customer complaints or issues.

7. Monitor office supplies inventory and place orders.

 8. Develop comprehensive reports on ongoing programs and submit

summary reports to management each month.

 9. Devise an annual certification and licensing renewal preparation

course for employees.

 10. Develop strong working relationships with network members,

clients, and guests via direct communication or communication

through their executive assistants.

 11. Generate project timelines, identify milestones, and monitor

deadlines.

 12. Provide document preparation and distribution support, i.e., proof

read, identify and correct document format issues, print and bind

documents.

* **INFOBAHN CONSULTANCY**[**www.infobahnworld.com**](http://www.infobahnworld.com)

**Period:** 2013

**Position:** Sales Support Coordinator

**Company Description:** Infobahn is a web designing company in Dubai

**Responsibilities:** 1. Handling a high volume of customer enquiries whilst providing a

high quality of service to each caller.

 2. Tracking sales orders to ensure that they are scheduled and sent out

on time and assessing statistical data.

 3. Carrying out administrative tasks such as data input, filling documents.

 4. Supporting other teams with various administrative tasks.

 5. Email follow up with client.

6. Help in Social media management.

7. Attend sales meeting to increase sales.

* **IBEX GLOBAL – A TRG Company**[**www.ibexglobal.com**](http://www.ibexglobal.com)

**Period:**2010– 2013

**Position:**Team Lead in Operation department

**Company Description:**IBEX Global is a multinational company having branch offices all
over the world.

**Responsibilities:**1. Preparing daily workloads for staff &coordinating the daily
 allocation of work.
 2. Motivating the team to achieve high standards and KPI targets.
 3. Handling new client enquiries and acting as the face of the business.
 4. Working with the sales and marketing team to drive sales forward.
 5. Mentoring and training up junior and new staff.
 6. Monitoring, Auditing& reporting on standards, performance targets.

* **Progressive Children Academy School**

Period: 2009 – 2010

Position: Mathematics and Computer teacher

**EDUCATION:**

|  |  |  |
| --- | --- | --- |
| 2010 – 2013 | University of Karachi | Masters in Economics |
| 2008 – 2009 | University of Karachi | Bachelor of Commerce |

**COMPUTER SKILLS:**

* Microsoft Office
* Adobe Photoshop
* Software & Hardware Installation

**LANGUAGES:**

* English: Good
* Urdu: Native

**PERSONAL INFORMATION**

* Date of Birth: 22 – 02 – 1990
* Religion: Islam
* Nationality: Pakistani
* Marital Status: Unmarried