Shoaib

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CAREER HIGHLIGHTS

I’m highly energetic, self-motivated young professional with dynamic background on mass communication, social welfare and information technology marketing projects/ initiatives. My experiences while working with SOFT ideas and Association of Academic Quality (AFAQ) gave me brilliant exposure to pursue my dreams in how-to convert them into reality.

SKILLS & ABILITIES

Project Communication

* Develop presentations to management teams, helped them realized the progress with taste of complexities & possible solutions
* What are upcoming challenges, what is customer attractive with, why and where we lack catching up. Importantly how can we win this!

Sales & Marketing

* Successfully brought 18 new customers (schools), while 70% of them new customers.
* Helped promote and sold different initiatives; e.g. Software/ web development services, internet marketing, educational services, career counseling, and character building.

Project Coordination

* Solely managed the tasks of multiple members and simultaneously coordinated with primary customers and end customers.
* Successfully managed region-wise (Gujrat, Jhelum, Chakwal, Mandi Baha Uddin) training programs, audits, career counseling & guidance, and learnt how to stay synch with national team.

WORK EXPERIENCE

* Asst. Manager Business Development Jun 2015 – Present

M3hive(Pvt) Ltd. Islamabad

*A leading software services company based in Islamabad, primarily they provide; mobile apps development, Ecommerce portal, and internet marketing services.*

Roles & Responsibilities

My core role & responsibilities was to assist the project management office (PMO) by making close project coordination between different project teams.

Major Accomplishments:

* Highlight and pursue that planned project deadlines and objectives are met ontime.
* Generate red alert in-case of any showstopper being faced by project delivery team.
* Assist project manager to meet day to day project affairs.
* Assist project manager during invoicing, followup and clearance.
* COORDINATOR Educational Services JAN 2014 – JUN 2015

Association for Academic Quality, Gujrat

*An ISO 9001-2008 certified organization dedicated to improving education in Pakistan. Improve the literacy rate though a diverse range of services: curriculum development, textbooks and children’s publications, model school development, teacher training, youth promotion, career counseling, student assessment, evaluation are there objectives.*

Roles & Responsibilities

My role & responsibilities were extend educational services and lead the implementation of those particular services to potential clients.

 Major Accomplishments:

* Became Certified Lead Auditor on Quality Management System by SGS International.
* Conducted educational audits for school, conduct diagnostic assessment(s) based on factual data of the school.
* Helped generated intelligent reports, using raw data acquired from field work. Published qualitative and quantitative reports using our EPMS software.
* Post consultancy report, how to further improve educational services
* Pre-sale follow-ups; awareness campaigns through principal conventions, to support demand for educational pre-audits.
* Conduct career counseling; followed by psychometric test of the students and suggest career guidance on the bases of their reports.
* LECTURAR OCT 2012- JAN 2014

Alflah College of Commerce, Gujrat

*Alflah College of Commerce is Gujrat city based private college serving since 2007 in commerce and social sciences and playing major role in training the professional teacher also had some distinguished results in commerce as well.*

Roles & Responsibilities

My role and responsibilities were are defined, so I have lot of work and prove.

Major Accomplishments:

* Got distinguished results in the subjects of English language.
* Improved communication and inter-personal skills of each and every student.
* Awarded best teacher of the college for the subject of business communication & report writing.
* Voluntary Work
* Worked with University of Gujrat as Communication Assistant to Director Press & Publication.
* Worked as team member for Organizing International Conference for the Development of Social Sciences in Pakistani Universities held at HEC Islamabad March 2011.
* Worked with Creative Leaders Conference (CLC) Islamabad.
* Personally led and produced (team work) a Video Documentary on Thar (Sindh) and tried to highlight the social and economic issues faced by the locals.

EDUCATION

M. Phil Mass Communication & Media | 2013 - *2016* | University of Gujrat, Gujrat.

Majors:

Advertising, Marketing, Research methodologies, and Public relations,

Final Project:

*Transformation of Print media into Digital/ Online Media, I intend to help newspaper industry and readers get maximum news benefit. Get digital presence, get noticed well, get max readership, get max advertisement, and get max revenue & profits.*

Masters in Mass Communication & Media | 2009 - 2011 | University Of Gujrat, Gujrat.

Majors:

Advertisement, Online journalism, and Communication skills

Final Project:

*Bilingual (English, Urdu) magazine (Communicator) design & production for university students, which helped them stay updated with technological, showbiz, sports, art & cultural and current affairs related happenings around them. We also developed a small literary society of senior students as content developers, and got help from teachers as the proof readers.*

CREDENTIALS & ACHIEVEMENTS

* Awarded employee of year by SOFT ideas
* Received recognition award for producing Video for Thar affeectees.
* Certificate of Appreciation by AFAQ.
* Shield in appreciation for conducting a regional mega event (Educational Expo) organized by AFAQ.

INTERESTS AND ACTIVITIES

Digital Advertisement, Sports, Traveling, Movies, Social Networking, and Book Reading

PERSONAL INFORMATION

Date of Birth: 02 Mar 1984, Marital Status: Married

REFERENCES

Available on request.