SALAHUDDIN KHUHARO

Hyderabad, Pakistan

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Personal statement

As a recent BBA graduate with work experience at WHO and the United Nations and a 3-year background in Virtual Assistant and graphic design, I bring a comprehensive skill set in business administration and creative visual communication. Specializing in strategic management, I am eager to apply my skills in a dynamic professional setting.

With a proven ability to balance precision in administration and creativity in graphic design, I am confident I can contribute effectively to your organization's success. Known for adaptability and a keen eye for detail, I am enthusiastic about the opportunity to integrate my diverse experiences in a collaborative environment.

Key Skills

* Organizational Skills
* Analytical Skills
* Computer Knowledge
* Communication Skills
* Report Writing Skills
* Data Management
* Data Analytics
* Graphic Design
* Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
* Excellent communication skills, both written and verbal
* Problem Solving
* Administration
* HR Skills
* Project Management
* Critical Thinking
* Quick Learner
* Leadership Skills
* Team Work
* Excellent Interpersonal Skills
* Creative
* Multilinguistic - English, Urdu & Sindhi
* Multi-tasking

Employment History

Virtual Assistant & Graphic Designer, Fiverr

(December 2021 – Till now)

Achievements and responsibilities:

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* Administrative Support
* Communication
* Mailing & Verification
* Research & Development
* Social Media Handling
* Marketing
* Create product image designs for Amazon, Ebay etc
* Logo designing
* Social media post designing
* Website banner designing
* Product packaging designing

Graphic Designer & Enumerator, FAO United Nations, Hyderabad

(November 2022 – February 2023)

Achievements and responsibilities:

* Creating multiple social media post, posters and frameworks
* Data entry
* Data verification through calls
* Helped provide a safer workplace by cataloguing and dispatching health and safety information and posters for the whole company
* Diary management, typing correspondence and documents, and creating presentations.
* Data organizing through MS Excel

Surveyor, World Health Organization (WHO), Hyderabad

(August 2022 – October 2022)

Achievements and responsibilities:

* Quality Assurance
* Survey in different rural areas
* Data entry
* Data Management

Internee HR, State Life Pvt Ltd, Hyderabad

(June 2022 – August 2022)

Achievements and responsibilities

* Resume Checking
* Talent Management
* Hiring of Sales Representatives
* Interviewing Candidates
* Performance Checking
* Salary & Compensations.

Education

SZABIST Hyderabad Campus

Bachelors of Business Administration (BBA)**:**

* Human Resource Management

****University of Art & Culture****

Diploma:

* Graphic Designing

References

**FAO United Nations**

* Sir Tufail Memon: 03335353739

**WHO**

* Ma’am Safia: 03339811799

**Freelancing**

* Fiverr: https://www.fiverr.com/sallah\_khan?up\_rollout=true#!