



Muskan Zahir

Work Experience

De Looks Clinic (Office Manager) Nov 2022- Current

Public dealing, Accounts handling maintaining monthly record of Profit and Loss. All rounder office management, Social Media Management, Assigning duties to OT Staff, Maintaining record up to date.

Emaar (Office Manager) UAE Jan 2022- Nov 2022

Handling outgoing Marketing visits and meetings. Public Communication and PR. Scheduling meetings, Record keeping of everyday Finance operations. Updating agenda & everyday office management duties. Handling CRM Monday & QuickBooks. Developing overall communication and PR knowledge management system to

Emirates Group Security (Marketing Manager) UAE Feb 2021-Dec 2022

Making Content, Handling outgoing Marketing visits and meetings. Creating content for Security Times and Press releases.

Quality assurance of media-related activities, Managing outbound and inbound events in EGS.

Public Communication and PR. Scheduling meetings, and record-keeping of everyday operations. Setting-up internal and external events & workshops

Sky Electric (Sales Coordinator) Jan 2020- Dec 2021

Daily sales operations and admin duties. Meeting deadlines, Handling every day sales department operations. Maintaining sales budgets, Assigning leads, , handling social media platforms, running the marketing department, & taking care of daily sales operations, and looking into financial updates.

Bitbots (Marketing Executive) June 2019- Dec 2020 Handling documentations, Making content for courses, following up on every day operations .Managing all Social Media Platforms (Twitter, Facebook, Instagram, LinkedIn). Research and surveys to grow the PR & Buisness. Researching different business-related data and making reports, Corporate visits as Executive secretary to CEO. Looking into HR activities.

Amazon Procarma (Executive Manager) March 2017- Nov 2019 Record keeping of appointments and activities done. Managing chat portal and making international calls.

Data entry of reports and confirmation of appointments and answering queries across different countries & dealerships. (Remotely)

Durshal (Executive Secretary and Marketing manager Sept 2018- March 2019

Proofreading content(Posts, blogs, descriptions, captions, reports) for website and social media. handling documentation and handouts.

Start-up pitch marketing visits, including other management duties, overall communication and PR management inbound and ourbound,

IM Durshal (Khawateen Rozgar) (Content Writer) Feb 2016- Aug 2017

Creating Articles, Technical content, Blog posts, Customer Story, Captions, Website, Brand journalist, Copywriter and documentation.

Managed inbound and outbound events And other Marketing Operations, Organizing events and workshops, Intouch with PR Consultant & Advisors

Get in touch!

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Peshawar Pakistan

Academic History

Bachelors in Business Administration (BBA)

Marketing (Major)

CECOS University of Information Technology & Emerging Sciences

CGPA : 3.13

Bachelors of Art (BA)

Army Public School & College, Peshawar

HSSC

ICMS Collage Peshawar

SSC

Presentation Convent High School, Peshawar

Awards & Achievement

- Scholarship for achieving top position in class at Cecos University Peshawar.
- Gold medallist for best academic's performance at Cecos University Peshawar.
- Silver medallist for winning Intel Science Fair Peshawar
- Successful Event Manger at (Edward's Collage & Cecos University)

Specializations

- Social Media Management
 - Content Writing
 - Digital Marketing
 - Public Speaking
 - Communication
 - Article Writing
 - Sales and Marketing
 - Art and Design
 - Event Management -
- Management Skills

Tools

- Computer
- Ms. Excel
- _Power point
- MS Word
- Software CRM
- Canva
- _SalesForce
- Digital Marketing
- Content Creation
- Monday
- Quickbooks