

ZAINAB RAMEEN

Contact

Address

House # NE-3443, Street # 21, Chah
Sultan Rawalpindi

Phone

0335-5164165

Email

zainab.rameen16@gmail.com

Additional Skills

Microsoft Suite

Good communication - written and oral
skills

Excellent conceptual and analytical
skills

Effective interpersonal skills

Professional Summary

“To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal levels thereby directing my future endeavors as an asset to the organization.”

Work Experience

RedSun Associates, Islamabad

05/2022-Present

Marketing & Sales Officer

- Contribute in the implementation of marketing strategies.
- Support the marketing manager in overseeing the department's operations.
- Organize and attend marketing activities or events to raise brand awareness.
- Plan advertising and promotional campaigns for products or services on a variety of media (social, print etc.)
- See all ventures through to completion and evaluate their success using various metrics.
- Facilitate cold and warm calls to prospective leads; schedule and follow through on calls with leads and current customers.
- Answer all lead and customer questions accurately; prioritize and/or escalate lead and customer questions as needed.
- Perform cost-benefit analysis for prospective customers and advise on appropriate purchase options.
- Promote specific products as directed by upper management.
- Inform leads and customers of current promotions and discounts.
- Maintain positive business and customer relationships in the effort to extend customer lifetime value.
- Develop strategies for more effective sales, both individually and as part of a team
- Track all appointments, sales, complaints, status reports, etc. thoroughly for manager review
- Self-improve continuously by way of experience and manager feedback.

03/2021-05/2022

Higher Education Commission (HEC), Islamabad

Project Trainee

- Provided assistance to procurement officer in all aspects.
- Review delivery orders to ensure supply is met, taking availability, cost, manufacturing process, & lead times into consideration.
- Screen resumes and application forms, schedule, & confirm interviews with candidates.
- Post, update & remove job ads from job boards, careers pages and social networks, prepare Job Description & Terms of reference containing all the details of the contract & the position.
- Assisting the HR staff in gathering market salary information.
- Coordinating new hire orientations.

12/2020-02/2021

Bahria Enclave, Head Office, Islamabad

Project Trainee

- Post, update & remove job ads from job boards, careers pages & social
- Update our internal databases with new employee information, including contact details and employment forms.

- Gather payroll data like leaves, working hours & bank accounts; Screen resumes & application forms, schedule, & confirm interviews with candidates.
- Post, update & remove job ads from job boards, careers pages & social networks; Prepare HR-related reports as needed (like training budgets by department).

07/2019-08/2019

House of Federation / Senate of Pakistan, Islamabad

Intern

1. Assisted in Maintaining Annual Journal of Senate Parliamentary Committees.
2. Assisted in processing Fresh Receipts (FRs)
3. Assisted in Preparing U.O notes, D.O, Notices, of the Committee concerned.
4. Making arrangements for the meetings & assisted in providing Secretariat & administrative support to the Committee & Members during the meeting.

Parliamentary Committees:

1. Attended meetings of Parliamentary Committees.
2. Actively assisted the following Parliamentary Committee of various tenures:
 - a. Senate Standing Committee on National Food Security & Research.
 - b. Senate Standing Committee on Privatization.
 - c. Senate Standing Committee on Narcotics Control.

Education

09/2020-02/2022

Bahria University, Islamabad

MBA - Majors HR

09/2016-09/2020

COMSATS University, Islamabad

BBA - Majors HR (4 Years)

Languages

English — Intermediate

Urdu — Professional