

MUHAMMAD ASIF NOOR



PROFESSIONAL SUMMARY

As an **E-commerce Merchandiser**, I am a results-driven professional with a proven track record in orchestrating end-to-end e-commerce operations, from product development to customer retention. My expertise lies in optimizing digital marketing strategies and leveraging data analysis to enhance user experience and drive online sales. In the realm of education, I have excelled as a **School Administrator**, bringing a comprehensive background in educational leadership and administration. I am skilled in managing day-to-day operations, fostering positive learning environments, and building strong relationships with students, parents, and faculty. As a **Receptionist**, I bring a professional and friendly demeanor to the front desk, excelling in customer service, multitasking, and maintaining a welcoming atmosphere. My strong organizational skills and commitment to efficiency make me a valuable asset in any fast-paced office environment.

Contacts

Address: Al Jafiliya, Dubai

Phone: +971552764659

Email: noorasifa232@gmail.com

Personal Details

Nationality: Pakistan

D/o Birth: 10/08/1998

Visa Status: Employment

Attested Degrees

Bachelor: Sociology

ADE: Associate Degree in Education

Languages

- English 99%
- Hindi 100%
- Arabic 50%
- Balochi 100%
- Persian 80%

Hobbies

- Writing
- Sketching
- Photography
- Designing

Skills Highlights

- Administration Skills
- Cash Handling
- Customer Service
- E-Com Platforms
- Content Management
- Project management
- Technology Proficiency
- Complex problem solver
- Outbound & Inbound Calling
- Data Analyst
- Innovative
- Attention to Details
- Microsoft Office Suit
- Graphics Designing
- Adobe Illustrator/Photoshop
- Adobe InDesign

Work Experience

E-commerce Merchandiser/Customer Service June 2022 - Current **Emirates Cooperative Society Supermarkets, Dubai**

- Managed and updated product listings on the e-commerce platform.
- Ensured accurate product descriptions, images, and prices.
- Developed and implement digital marketing strategies to drive traffic and increase online sales.
- Responded to customer inquiries and resolve issues promptly to ensure a positive customer experience. Monitor and manage inventory levels to prevent stock outs or overstock situations.
- Collaborated with the IT team to address any technical issues on the e-commerce website.

Office Administrator Sep 2020– Jun 2022

Bright Kids Public High School Quetta, Pakistan

- Managed and overseen the day-to-day administrative operations of the school.
- Supervised administrative staff and allocate tasks to ensure smooth workflow.
- Managed student enrollment processes, including admissions and transfers.
- Maintained accurate and up-to-date student records.
- Participated in the recruitment and hiring of administrative and support staff.
- Fostered positive relationships with parents and the wider school community.
- Provided support to teachers and academic staff in administrative matters.

Customer Service/Receptionist Aug 2018 – Sep 2020

Bright Kids Public High School Quetta, Pakistan

- Welcomed and assisted visitors, providing information and ensuring a positive first impression
- Managed a multi-line phone system, directing calls to the appropriate staff members.
- Handled incoming and outgoing mail and packages, coordinating courier services when needed.

Educational Details

Bachelor of Arts (B.A)

University of Baluchistan, Pakistan

Associate Degree in Education (A.D.E)

University of Baluchistan Quetta, Pakistan

Diplomas

Graphics Designing

Askary Institute of Technology
Islamabad, Pakistan

Creative Writing;

Digi Skills Under the Virtual
University of Pakistan

Freelancing

Digi Skills Under the Virtual
University of Pakistan

Experience Certificates

Administrator;

Bright Kids Public High School
Pakistan

Receptionist/Costumer Service;

Bright Kids Public High School

English Language Tutor;

TIMES English Language and
Computer Centre, Pakistan

- Assisted in organizing and coordinating office events, including meetings and conferences.
- Maintained a tidy and organized reception area, creating a professional atmosphere.

Senior English Language Teacher (Part Time) Mar 2015-Apr 2020

TIMES English Language and Computer Centre

- Developed and implement comprehensive lesson plans that align with curriculum standards and educational objectives.
- Created engaging and interactive learning materials to enhance student participation.
- Delivered English language lessons to students using effective teaching methodologies.
- Utilized a variety of teaching aids, resources, and technology to enhance the learning experience.
- Conducted regular assessments to evaluate student progress and understanding.
- Provided timely and constructive feedback to students and parents on academic performance.

Graphics Designing (Usually Part Time)

Workrd on Multiple Projects as Freelauncer

- Design layouts for advertisements, brochures.
- Created logos, websites, brochures, banners and other promotional content for various corporate clients.
- Directed photo shoots and developed video content for social media campaigns on YouTube, Instagram & Facebook.
- Developed print materials including posters, billboards and flyers for events such as product launches & conferences.
- Coordinated with writers to infuse textual elements into designs to make them more meaningful.

Declaration

"I affirm that the information provided in this CV is accurate and true to the best of my knowledge. I understand that any misrepresentation may result in disqualification from consideration. I authorize the verification of the details mentioned herein."