



MAHEEN ISHTIAQ

SALES/HR/ADMIN/MARKETING/OPERATIONS EXECUTIVE/ VA

Finance business graduate with extensive experience in administration, human resources, sales, customer service, marketing, and operations. Ambitious, confident, and responsible, she excels in handling multiple roles and achieving results. Proficient in evaluating administrative, operational, and financial needs, and executing growth-oriented plans



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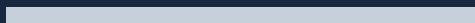
Safa building, Flat # 501, Bur Dubai,
Dubai, UAE

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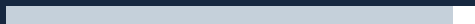
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SKILLS

Project Management



Data Analysis



Content Writing



Marketing



LANGUAGE

English



Urdu



EXPERIENCE

CLIENTS COORDINATION EXECUTIVE

IBG Consulting Middle East (Dubai - On-site)

Nov, 2023 - Sep, 2024

- Handle customer inquiries regarding visa and company incorporation
- Ensure smooth project coordination with effective client communication
- Align client strategies with organizational goals cross-functional collaboration
- Responsible for legal documentation for clients collaborating with different freezones in UAE

PATIENT ENGAGEMENT & SUPPORT SPECIALIST

DM CLINICAL RESEARCH (US Based)

Feb, 2023 - Nov, 2024

- Collaboration on marketing and patient engagement projects, as well as various operational and support tasks
- Handle patients calls, emails, and texts and collaborate with teams in solving patients issues
- Create presentations for stakeholder meetings, corporate events, and social media
- Responsible for auditing, new hire training and management, data analysis and strategizing

CUSTOMER SERVICE ASSOCIATE

IBEX - DM CLINICAL RESEARCH (US Based)

Jan, 2022 - Feb, 2023

- Handled patients calls, emails, and texts and collaborate with teams in solving patients issues
- Responsible for new hire training
- Collaboration on various patient engagement projects
- Weekly reporting and data analysis

EDUCATION

BACHELOR'S IN BUSINESS ADMINISTRATION

University of Karachi 2023

INTERMEDIATE (ICOM)

Gulshan Degree Govt. Girls
College 2018

MATRICULATION

Ataturk Public School 2016

HOBBIES

- Book reading
- Writing
- Cooking

SOFTWARES

- MS Office
- Outlook
- Google Suite
- Quickbooks
- Photoshop
- Canva
- Illustrator
- Lightroom
- CRIO
- Comtrak

REFERENCE

Will be furnished upon request

HR AND ADMIN EXECUTIVE

GroceryDone4u (Pakistan)

July, 2021 - Jan, 2022

- Responsible for sourcing, screening, and selecting qualified candidates
- Assisted CEO with operations, payroll, and other administrative activities
- Conducted job and task evaluations to document job duties and requirements
- New hire onboarding

ASST. SALES & PRODUCTION MANAGER

Metro Textile Inc (US based)

Jan, 2021 - July, 2021

- Responsible for order production and shipment
- Worked with the design team to create advertising materials
- Collaborated with the sales team to generate sales
- Responsible for new hire training, other operational and administrative tasks

ASSISTANT HR AND PAYROLL

Hello International Marketing Solutions (US based)

Jan, 2020 - Dec, 2020

- Responsible for sourcing, screening, and selecting qualified candidates
- Assisted CEO with operations, payroll, and other administrative activities
- New hire onboarding
- Lead generation

FRONT DESK OFFICER

Vertex Solutions BPO (US Based)

Feb, 2019 - Nov, 2019

- In charge of front desk operations and management
- Responsible for finding, screening, and shortlisted qualified candidates for CSR roles
- Onboarding of new employees
- Handled administrative activities and managed the employees' database