



Romail Nazir Arthur

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PROFESSIONAL CAREER

Employer: Prospero Interior Design LLC. (Dubai)
Position: Social Media Manager / Graphic Designer.
Duration: January 2024 till date.

Employer: La Montana Restaurant, Islamabad
Position: Restaurant & Operations Manager / Social Media Manager.
Duration: March 24th 2017 till October 2023.

Task

- Overlook everyday operations.
- Manage training and development initiatives.
- Keep track of employee performance.
- Maintaining all social media forums for the restaurant e.g. Facebook, Instagram.
- Designing all the brochures, cards, pamphlets, banners, menu, facebook post etc.
- Day to day IT troubleshooting.

Employer: International School of Islamabad
Position: IT Manager / Designer
Duration: August 2013 till August 2016

Task

- Daily basis troubleshooting related hardware, system and application software's, data management for official website, and help in various ICT activities).
- Organize and deliver professional trainings, refresher courses, social & development activities, workshops for the local staff.
- Helping in photoshop/indesign to create yearbook.
- Making calendars, posters, banners, booklets and other publication materials.
- Maintain and manage Computer Lab (Macs).

Employer: Pakistan Agricultural Research Council
Position: Data Entry Operator (MIS & ICT)
Duration: 28th June 2011 till 28th June 2013

Employer: ZONG (Telecom Company, Former Paktel) Islamabad
Position: 25th Feb 2008 till 5th Nov 2008
Duration: Customer Service Officer

Employer: British High Commission Islamabad
Position: Visa Assistant
Duration: 28th February 2007 till 12th October 2007

Employer: INFOSPAN (Offshore Call Centre) Islamabad
Position: Telephone Sales Representative
Duration: 1st September 2006 till 30th December 2006

EDUCATIONAL QUALIFICATION

Bachelors of Art (English, Education)

PROFESSIONAL SOFTWARES

Adobe Photoshop

Corel Draw x3

InDesign

Illustrator

PERSONAL INFORMATION

Name: Romail Nazir

Father's Name: Nazir Arthur

Date of Birth: 09-10-1986

Nationality: Pakistani

Passport Number: BT9821785

ID Number: 784-1986-5136259-6

Expiry: 12-02-2026