



SHARIQ SHAHID



CONTACT



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SOFT SKILLS

- Communication
- Leadership
- Problem-solving
- Teamwork
- Time management
- Creativity
- Sales & Negotiation
- Customer service
- Multi-tasking



TECHNICAL SKILLS

- Microsoft Office
- Canva Design
- Data Gathering and Reporting
- Professional Writing
- Creative Writing
- Attention to Detail



PROFILE INFO

A highly organized and hard working individual looking for a responsible position to gain practical experience. My core objective is to secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.



EDUCATION

Bachelor of Business Administration | BBA

Iqra University, Pakistan | 2018 to 2022

Higher Secondary School Certificate | HSSC

Aga Khan Higher Secondary School, Pakistan | 2015 to 2017

Secondary School Certificate | SSC

Mama Baby Care School, Pakistan | 2013 to 2015



WORK EXPERIENCE

Marketing Head ~ On-site

Ratan Estate, Pakistan | September 2022 to January 2024

- Developed and implemented marketing strategies and campaigns to promote the company's real estate properties and services.
- Conducted market research to identify target audiences, market trends, and competitor analysis.
- Planned and executed digital marketing campaigns, including social media and email marketing
- Created and overlooked the production of marketing materials, such as brochures, flyers, and promotional videos.
- Kept up-to-date with industry trends and best practices in real estate marketing.

Sales Lead ~ On-site

Ratan Estate, Pakistan | September 2022 to January 2024

- Built and maintained relationships with potential and existing clients to generate leads and drive sales.
- Conducted market research to identify potential buyers and sellers in the real estate market.
- Assisted clients in buying, selling, or renting properties.
- Conducted property viewings and showcasing the features and benefits of properties to potential buyers.
- Maintained a database of clients, leads, and sales activities for future reference and follow-ups.



LANGUAGE

- English
- Urdu
- Gujarati
- Sindhi



CERTIFICATES

Google Analytics | Online

Google Skill shop
September 2023

Campaign Manager 360 | Online

Google Skill shop
September 2023

Explore Human Resources Job Simulation | Online

Forage (GE Aerospace)
September 2023

Human Resource Management | Online

Great Learning Academy
August 2023

Principles of Management | Online

Great Learning Academy
August 2023

Content Marketing Basics | Online

Great Learning Academy
August 2023

IELTS Academic | On-site

IDP
October 2022

National Financial Literacy Program | Online

State Bank of Pakistan
October 2022

Fundamentals of Digital Marketing | Online

Google Digital Garage
October 2022

Young Leaders' and Entrepreneurs' Summit | On-site

LUMS
January 2017

Adobe Illustrator-Adobe Photoshop | On-site

Institute of Professional Development
August 2015

Professional Resume Writer ~ Remote

Upwork, Freelance Platform | August 2022

- Collaborated with clients to gather information about their work experience, skills, and career goals.
- Crafting professional resumes and cover letters that effectively highlight the client's qualifications and achievements.
- Conducting research on industry-specific keywords and trends to optimize resumes and cover letters for applicant tracking systems (ATS).
- Editing and proofreading resumes and cover letters to ensure accuracy, clarity, and consistency.
- Providing personalized recommendations and suggestions to enhance the overall quality and impact of the documents.
- Staying updated with current resume and cover letter writing trends, best practices, and industry standards.

Staff & Administrative Manager ~ On-site

Media Concept Ltd, Pakistan | April 2021 to August 2022

- Maintained employee records and ensured accurate and up-to-date documentation.
- Monitored and managed employee attendance.
- Collaborated with other departments to ensure effective communication and coordination of staff
- Managed the daily administrative operations of the organization.
- Planned and scheduled meetings, appointments, and travel arrangements for executives and staff members.
- Organized company records, documents, and files, both in physical and electronic formats.

Content Writer ~ On-site

Media Concept Ltd, Pakistan | April 2021 to August 2022

- Created content for social media platforms such as Facebook, Instagram.
- Wrote and edited social media posts, captions, and headlines that are concise, informative, and attention-grabbing.
- Monitored social media channels for comments, messages, and mentions, and responded to inquiries or concerns in a timely and professional manner.
- Researched and analyzed legal requirements and regulations related to licensing TV shows.
- Wrote and reviewed licensing agreements, contracts, and legal documents for TV show licensing.
- Ensured that all licensing content is clear, concise, and legally accurate.

References will be provided on request