



SALMAN AMIR

CONTACT

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OBJECTIVE

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a position in a company where I can launch my career and build a valuable skill set.

SKILLS

- Search Engine Optimization
- Digital Marketing
- Microsoft Office
- Fluent English
- Leadership Qualities
- Strong Communication Skills

ADDITIONAL INFORMATION

- ✓ Martial Status : Single
- Nationality : Pakistani
- Visa Status : Visit Visa
- Passport No : MR1224072
- Passport Validity : 19_09_2026.

INTERESTS

- SEO
- Graphic Designing
- Google Analytics
- Learning Languages

LANGUAGE

- ✓ English
- Urdu
- Hindi
- Arabic

EXPERIENCE

📍 Inceptech Solutions

2019 - 2021

Admin

- Office Management
- Communication
- Scheduling
- Keeping Records
- Travel Coordination
- Meeting Support
- Data Entry
- Basic IT Support
- Administrative Support
- Confidentiality
- Customer Service
- Expense Management

📍 Pearl Continental Hotel Lahore

2021 - 2022

Front Desk Officer

- Reception and Greetings
- Phone Management
- Visitor Coordinations
- Appointment Scheduling
- Administrative Support
- Mail and Package Handling
- Customer support
- Emergency Response
- Information Management
- Problem Solving

📍 Al Barq Management Consulting, Sharjah UAE.

2022 - 2023

Digital Marketing Specialist

- Promote products or services through online channels to reach a target audience.
- Enhance brand visibility and online presence.
- Develop and execute digital marketing campaigns.
- Manage social media accounts and create engaging content.
- Optimize websites for search engines (SEO).
- Analyze data and metrics to evaluate campaign success.
- Email marketing.
- Content creation.
- Monitor and respond to online reviews and comments.
- Stay updated on digital marketing trends and tools.
- Collaborate with cross-functional teams for marketing strategies.

EDUCATION

📍 Govt. High School Narang Mandi

2016

Matriculation

A+

📍 Punjab Group of Colleges Lahore

2018

Fsc Pre Medical

A

📍 Digiskills Pakistan

2020

Freelancing

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