

Junaid Umar

 **Home** : Peshawar, Khyber Pakhtunkhwa, Pakistan

 **Email:** junaidumar41@gmail.com  **Phone:** (+92) 3440831144

Gender: Male **Date of birth:** 24/06/1997 **Nationality:** Pakistani

ABOUT ME

A 26 years old highly-motivated employee with desire to take on new challenges. Strong worth ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

WORK EXPERIENCE

[12/2022 – 07/2023]

Office Assistant

Global Education Experts

City: Peshawar

Country: Pakistan

Greeted guests and clients with warmth and professionalism.

Organized files, developed spreadsheets, and scanned documents to improve organizational workflow.

Collected payments, issued receipts and maintained business records by updating customer information.

Communicated with customers and employees to answer questions and address complaints.

Typed, formatted and edited correspondence and other documents.

Completed work schedules, managed calendars and arranged appointments.

Digital Marketing Specialist

Wrote, edited, and published content on social media platforms.

Created infographics and images for blogs and Facebook accounts.

Designed, developed, and implemented email marketing campaigns.

Reviewed emails for brevity and accuracy of information.

Analyzed and evaluated the performance of the campaigns.

EDUCATION AND TRAINING

[2023]

MS Management Sciences (Marketing)

University of Agriculture

Address: Peshawar, Pakistan

Final grade: 3.88 CGPA

Thesis: Factors influencing online purchase intentions: Mediating role of utilitarian and hedonic shopping motivations

[2019]

Bachelor of Business Administration (Marketing)

University of Agriculture

Address: Peshawar, Pakistan

Final grade: 3.52 CGPA

[2014]

Higher Secondary School Certificate (HSSC)

University College for Boys

Address: Peshawar, Pakistan

[2012] **Secondary School Certificate (SSC)**

Islamia Collegiate School

Address: Peshawar, Pakistan

LANGUAGE SKILLS

Mother tongue(s): Pashto

Other language(s):

Urdu

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Turkish

LISTENING B2 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

DIGITAL SKILLS

Social Media Marketing | Email Marketing | Paid Social Media Advertising | Data Collection | Data Analysis | Market Segmentation | Microsoft Office