



MEHWISH ALI

CONTACT INFO

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Mehwishali35423542@gmail.com

Dubai United Emirates

EDUCATION

B.S (Bio-Chemistry)

Lyallpur Institute of Management
& Sciences Faisalabad
Sept 2020 - Continue

B.A

University of Sargodha Faisalabad
Sept 2020 - June 2022

F.SC (Pre-Medical)

Abdul Salam College Faisalabad
May 2016 - June 20218

METRIC

Board of intermediate & secondary
education Faisalabad
March 2014 - April 2016

EXPERTISE

- Microsoft Word
- Microsoft Excel
- Branding
- SEO
- Marketing

LANGUAGES

- English
- Urdu

ABOUT ME

I am very enthusiast, energetic, knowledge seeker person and find challenging position to meet my competencies, capabilities, skills and gain experience. I have experience in highly collaborating with marketing, sales, and advertising teams, which are responsible for enhancing the company's sales. I am highly capable of convincing customers to engage with compelling content and strategically using Sprout Social, resulting in successful outcomes.

WORK EXPERIENCE

Assistant Manager

- ONE year experience in human resource management department as an assistant manager Eastern High School.

Social Media Manager

- ONE year experience as a Social Media Manager in Gravity.

Sales Manager

- ONE year experience as a sales manager in Gravity

Customer Relationship Management

- SIX month experience as a CRM in finance company.

Content Writer

- TWO year experience as an article writer.

Receptionist

- Answer telephones and relay messages to appropriate recipients.
- Manage files folder and compile records.
- Greet customers and visitors.
- Assist in managing accurate billing and petty cash.
- Run errands for office staff.
- Maintain office equipment such as copiers and printers.
- Maintain data entry requirements by following data programs techniques and procedures.
- Prepare quotation, estimate and invoice.