

MEHWISH SHAFIQ

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CAREER OBJECTIVE

To Find a Position Where I May Develop My Skills Further and Excel in My Career. "Nothing Is Impossible in This World" I Am Keenly Interested in Working with A Career-Oriented Organization Acquiring Experience and professional skills And Becoming A Radical Part Of A Progressive Organization

EDUCATION

Bs Computer Science 2023

Virtual University of Pakistan

Intermediate in Commerce 2015

Al Masoom College of Commerce & Science

WORK EXPERIENCE

Customer Sales Representative | Team Lead

(Enliven Logistics) Pakistan

2023 | 2024

Duties And Job Responsibilities

- Ensure the team meets sales targets and objectives
- Provide training and mentoring to team members
- Address and resolve customer inquiries and complaints
- Develop and implement sales strategies
- Monitor and analyse sales performance metrics
- Prepare and present sales reports to management

Associate Hr Manager | Business Developer

(e. FAIDA Technologies) Pakistan

2022 | 2023

Duties And Job Responsibilities

- Manage developer and IT staff relation
- Address employee grievances and conflicts
- Manage onboarding and orientation for new hire
- Handle email communications with candidates and employees
- Manage HR databases and tools
- Conduct interviews and virtual meetings via Google Meet, and handle in-person interviews.

Teacher Assistant | Administration In charge

(Pak Garrison Education System) Pakistan 2018 | 2020

Duties And Job Responsibilities

- Supported teachers with lesson planning and classroom activities
- Assisted in grading, student assessments, and academic support
- Managed schedules, records, and day-to-day administrative tasks
- Coordinated communications between faculty, students, and parents

Receptionist | Accountant

(The Spirit School System) Pakistan 2016 | 2017

Duties And Job Responsibilities

- Maintain and update financial records
- Assist with administrative tasks and office supplies
- Greet and assist visitors, and students, and manage phone calls and emails.
- Manage student records, accounts, and financial reports.

TRAINING & OTHER COURSES

2 years Access to English Language Program Course (Care Foundation)

1 Year Computer & applications Course (BTML)

8 Months Computer Software & Hardware Course (VTI)

6 months Course in Graphic Designing Course (PSDF)

4 Months Digital Marketing Course (Enliven Technologies)

SKILLS

- | | |
|---------------------|--------------------------|
| • Team Leadership | • Multi-tasking |
| • Sales Strategy | • Administrative Skills |
| • Digital Marketing | • Technology Proficiency |
| • Decision making | • Reception Management |
| • Communication | • Customer Support |

COMPUTER SKILLS

- | | |
|--------------------|-------------------------------------|
| • SEO (off-page) | • Social Media handling |
| • Guest blogging | • Facebook Ads |
| • Microsoft Office | • installing & Downloading software |
| • Canva | • Google Drive Handling |
| | • using Slack |
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PERSONAL INFORMATION

Father Name: **Muhammad Shafiq**

Date of birth: **08-06-1998**

Visa: **2(years)Freelance Visa**

Visa expiry: **August (2026)**

Passport: **EN5186462**

Passport expiry: **24 MAY 2028**

Marital status: **Married**

Religion: **Islam**

Nationality: **Pakistani**

Address: **Al Baraha, Deira Dubai, UAE**

Languages: **English, Hindi, Urdu, Punjabi**

References will be furnished upon request,