

Rabia Salahuddin

Father's Name: Salahuddin
Religion: Islam
Email : khanrabia6228@gmail.com

Status: Single
Date of Birth: 31-Oct-1988
Cell #: 0333-3806334

CAREER OBJECTIVE

Marketing and business development professional with experience of managerial expertise in the area of financial management and its flow, staff responsibilities and customer relationship. Seeking an entry level position in digital marketing which will utilize my communication and passion for digital marketing. Platform provided in a competitive environment will upsurge my skills vis-à-vis increase of optimum profitability of the organization.

ACADEMIC QUALIFICATION

- **MBA (Marketing)** (2017) - Dadabhoy Institute of Higher Education
- **B.com** (2011) - Dadabhoy Institute of Higher Education
- **Inter** (2007) - Jinnah University for Women
- **Matric** (2005) - Mount View Secondary School

WORKING EXPERIENCE

- **Assistant HR & Finance** Nov 2018 TO May 19 EliteTech & Web Services
 - Cash Handling
 - Keeping an eye on incoming/ outgoing payments from various accounts
 - Preparing financial documents such as invoices, bills, and accounts tributaries
 - Manage Salaries
 - Manage day to day operations of the accounts department
- **A.M - Digital Marketing** June 2019 TO Aug 2019 EliteTech & Web Services
 - Manages company social media channels, including Face book, LinkedIn, Twitter
 - Create and monitor media schedules

I.T. SKILLS

- Ms. Office (Word, Excel & Power Point)
- CRM
- Manager io

ADDITIONAL INFORMATION

- Believe in Team Work
- Time Management
- Sincerity towards Profession
- Dedicated & Devoted