

Komal Gulzar

Student



Professional Summary

Diligent problem-solver with resourceful approach to challenges and organized style. Leverages Human resource expertise to manage job functions. Excellent communicator with focus on results.



Work History

2016-11 -
2017-04

Assistant

KASHANS ACADEMY, Karachi, Sindh

- Communicated proactively with students, immediately explained issues and teamed on appropriate solutions.
- Supported efficient lectures by organizing set-up and materials, documenting discussions and distributing notes among students.
- Greeted new admissions/queries with friendliness and professionalism.

2017-01 -
2017-03

Marketing Intern

AS EDUCATION SERVICES, Karachi

- Designed dynamic posters and digital media for sales and advertising.
- Identified areas for improvement and collaboration to increase knowledge and rectify problems.
- Organized contacts and orchestrated innovative marketing campaigns to boost awareness, engagement and success.
- Responded to email and social media messages according to prescribed policies.
- Successfully fulfilled target of bringing 4 new clients.



Education

2017-09 -
Current

Bachelors: Business Administration

DHA Suffa University - DHA Phase 7 Extension

- Hospitality Head of CS&CS
- Treasurer of Management Sciences Society



Certificates

Designed and conducted "**Corporate Training Program**" at DHA Suffa University

Completed Personal Effective Mentoring Program (**P.E.M.P**)

Participated in the Best of Entrepreneurship Program held at (**ICCIA**)



Contact

Address

Clifton, Pakistan, 75200

Phone

033-521-00576

E-mail

Komalgulzar7@gmail.com



Skills

Verbal and written communication
●●●●●●●●
Excellent

Interpersonal ability
●●●●●●●●
Excellent

Problem-solving ability
●●●●●●●●
Very Good

Leadership Competencies
●●●●●●●●
Very Good

Team Work
●●●●●●●●
Excellent

Computer Proficiency
●●●●●●●●
Very Good

Customer service expertise
●●●●●●●●
Very Good