



CONTACT

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PERSONAL

**Father’s Name**  
Muhammad Younus

**Date of Birth**  
March 24<sup>th</sup>, 1992

**Nationality**  
Pakistani

FIELD OF INTEREST

- Marketing
- Social Media Marketing

PERSONAL STATEMENT

I believe in having a responsible approach to any task that I undertake, or situation that I am presented with.

RABBIYA M. YOUNUS

OBJECTIVE :

Highly capable and self-motivated person who is determined to succeed in extremely competitive environment whilst not compromising on quality and excellence.

WORK EXPERIENCE

Duration	Organization	Designation	Jobs Task
JUN 2012 TO JAN 2013	Aligarh Collegiate	Admin Officer	To manage all Financial Activities, Data Entry, and analyze Financial Results.
JUN 2014 TO JULY 2014	Bank Alfalah LTD	Internee (8 Weeks)	I practiced and worked in All departments and I also did customers’ dealing as well.
AUG 2014 TO SEPT 2014	MEEZAN BANK LTD	Internee (4 Weeks)	I practiced and worked in All departments and I also did customers’ dealing as well.
DEC 2016 TO FEB 2017	Airmen Golf Club	Social Media Executive (contractual job)	I managed all over social media activities and handled queries of customers.
JULY 2018 TO SEPT 2018	ARY Digital	Internee (8 Weeks)	Worked and practiced ARY Sahulat Wallet Activities, also made reports & presentations regarding it.
JUNE 2020 TO PRESENT	IBEX GLOBAL	Foodpanda Customer Support Representative	Engaging with customers regarding their queries and complaints on foodpanda chat and email support.
JAN 2016 TO PRESENT	TOUR DE MEDIA	Blogging	I own a blog named as “Tour De Media”, I manage my social media, and I cover stories related to Fashion, Entertainment, brand & food reviews as well.

SCHOLASTIC

Year	Institution	Qualification
2013-2016	Iqra University	Bachelors of Business Administration   BBA (Hons.)
2010-2012	(PVT) Intermediate Board of Karachi	Intermediate (Commerce)
2007-2008	Mama Baby Care School	Matriculation

ACHIEVEMENTS

- Certificate for Computer Hardware and Software Course & MS Office
- Certificate for Internship at Bank Alfalah LTD, Meezan Bank LTD and ARY Digital

SKILLS AND INTERESTS

- MS Word, MS Excel, MS PowerPoint / Prezi Presentation
- Video Making and Editing
- Blogging, as I do own a blog named as “Tour De Media”
- Computer Hardware & Software
- Internet (Email, Downloading, Searching, Browsing)
- Documentation
- Organizing and Managing Events
- Team Building/ Coordinate with team to execute the tasks
- Training/Supervision
- Time Management