



MARIKH AHMED

OPERATIONS EXECUTIVE

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Address

B-18, Yasir Arcade,
Gulzar-e-Hijri, Karachi.

D.O.B.

September 13, 1994

Marital Status

Single

SKILLS

Leadership



Problem Solving



Teamwork



Time Management



Communication



Conflict Management



SOFTWARE SKILLS

MS Excel



MS PowerPoint



MS Word



MS Visio



Adobe Illustrator



Adobe Photoshop



EXPERIENCE

OPERATIONS EXECUTIVE - MAC CARE

DEC 2020 - Till Date

Working as Operations Executive for the US Healthcare Clinics. Lead and manage various business processes. Creating and implementing processes and SOPs for various departments including call center, MIS reporting and VA services. Monitor and ensure the processes are running smoothly. Responsible for eliminating process flaws and providing error reports to the management.

GRAPHIC DESIGNER - JUMBO INFOMEDIA

MAR 2019 - JULY 2019

Graphic designer at Jumbo Infomedia for the City Guide Books, Magazines and Marketing Materials.

LEAD CREATIVE DESIGNER - CODEX PUBLISHERS (PVT) LTD

NOV 2016 - FEB 2019

Lead Creative Designer and Illustrator for Academic Books. Manage Sales and Marketing Team.

CREATIVE DESIGNER - EDLAB PAKISTAN

AUG 2018 - JUNE 2019

Creative designer of Marketing Material for Social Media.

GRAPHIC DESIGNER - FIDEM EDUCATION NETWORK

FEB 2016 - SEPT 2016

Graphic Designer and Illustrator for Academic Books.

TEACHER - MUHAMMADI PUBLIC SCHOOL

SEPT 2012 - FEB 2016

Teacher of Science, Chemistry & Mathematics for Secondary classes.

EDUCATION

DIPLOMA IN GWD - ARENA MULTIMEDIA

Graphic & Web Designing Diploma from ARENA Multimedia, Karachi in 2017.

O' LEVELS - HABIB PUBLIC SCHOOL

O' Levels from Habib Public School in 2011 with Physics, Chemistry & Mathematics as majors.