

# A ASGHAR

## Marketing & SEO

challenging and rewarding position in your organization that utilizes my knowledge, creativity, and commitment to work. I am a student with knowledge of process improvement, public relations and relationship management. Aiming to leverage my abilities to successfully fill the vacancy at your company. Frequently praised as hard-working by my peers. I can be relied upon to help your company achieve its goals.

## Contact

### Phone

0302-5388803

### Email

nainaromio26@gmail.com

### Address

Islamabad, Pakistan.

## Education

2021-Current

Bachelor of Sciences in Psychology

Virtual University of Pakistan

2020

FA

IMCG(PG)College For Women,  
G10/4 FBISE

2018

Matric

IMCG F7/2 Islamabad, FBISE

## Language

English

Urdu

## Experience

2022-Current

Virtual university of pakistan

Info Desk Officer 15-

- Collaborated with team members to achieve target results.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Worked with customers to understand needs and provide excellent service.
- Offered friendly and efficient service to customers, handled challenging situations with ease.
- Resolved problems, improved operations and provided exceptional service.
- Worked within applicable standards, policies and regulatory guidelines to promote safe working environment.
- Developed team communications and information for meetings.
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Actively listened to customers' requests, confirming full understanding before addressing concerns.

## Skills

- Communication skills
- Observation skills
- Team Management
- Patient information maintenance
- Informational interviews
- Counseling
- Client Assessment and Analysis
- Help Desk
- PowerPoint
- Ms.Excel
- Ms.office
- Content Creator
- Video Editor
- Photo Editor
- Digital Marketing and SEO
- AD designer

nainaromio26@gmail.com

• Expedited: 40k

• communication skill is fair

• Recommended! 30k to 35k-