

RIMSHA ANSARI

Administrator & Manager



PROFILE

Looking for a organization where i can utilize my extensive knowledge of Content Creating and Ghraphics Desining. I hope this organization sharp my skills more with advanced techniques.



SKILLS



Illustrator



Photoshop



Premier Pro



SKILLS

Content Creating



Ms - Word



Ms - PowerPoint



CONTACT

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Pakistan



EXPERIENCE

Khurasan group of Comp. Pvt. Ltd.

Jan./ 2024 - Cont.

General Manager of Operations

- * Oversaw daily operations and workflow
- * Managed budgets and financial performance
- * Monitored and analyzed performance metrics
- * Enhanced customer service and satisfaction

ARG Properties Pvt. Ltd.

Jan./ 2023 - Dec/2023

HR Manager

- * Managed end-to-end recruitment and onboarding
- * RAdministered payroll and benefits programs
- * Ensured compliance with labor laws and policies
- Collaborated with the marketing team.

VECTORY MARKETING

Aug. / 2022 - Dec./2022

Administration

- * Handled correspondence with clients.
- * Oversaw office supplies and equipment...

INVEST 24/7 | RBS

Feb. / 2022 - Aug. / 2022

Assistant General Manager

- * Supported General Manager in day-to-day operations..
- * Conducted market research for investment opportunities.

HOPE MARKETING

Mar. / 2021 - Feb. / 2022

Sales Executive

- * Advice buyers on investment decisions.
- * Educate clients on process of Booking the file..



EDUCATION

Bs - Phsychology

2021 - 2022

Virtual University of Rawalpindi

FSC

2018-2020

Private School System, Rawalpindi

SSC

2016-2018

Care School System, Rawalpindi



LANGUAGES

ENGLISH



URDU

