

FARWA MUBEEN

MPHIL BUSINESS ADMINISTRATION | MARKETING & FINANCE

OBJECTIVE

I am eager to secure a challenging full-time role that leverages my skills and experience, enabling me to make meaningful contributions to a dynamic organization. I am interested in exploring opportunities across various domains that align with my expertise and interests, with a focus on driving growth, innovation, and excellence.

PERSONAL INFORMATION

Nationality:	Pakistani
Raised in:	Riyadh, Saudi Arabia
Date of Birth:	21 st AUG, 1995
Religion:	Islam
Gender:	Female
Current Address:	Bahria town phase 3, Rawalpindi, Pakistan
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EDUCATION

- MPhil Business Administration-MARKETING (**Gold Medalist**) 2020- Iqra University Islamabad
- Bachelors in Business Administration-FINANCE (**Gold Medalist**) 2018- Iqra University Islamabad
- FSC (Pre-Med.)
Pakistan international school, Riyadh
- Matriculation (Science)
Federal Board
Pakistan international school, Riyadh

AWARDS AND ACHIEVEMENTS

- Gold medalist in BBA-H
- Gold medalist in MBA
- Dean's list
- Contributed to Planning & Development team, recognized for skilled efforts.

COURSES AND CERTIFICATIONS

- Health and nutrition certificate (Basic to advance level)
- Google analytics (in progress)

EXPERIENCE

Virtual Assistant

March 2023-PRESENT

E-bay dropshipping, Amazon wholesale FBA and online arbitrage

- Product hunting & sourcing
- Product listing
- Inventory management
- Buy box strategy
- Brand sourcing
- Brand approval
- Online arbitrage
- Amazon seller center management
- Data entry
- Order management
- EBay Drop shipping

B-Fit Fitness club, Islamabad

Nov 2022

Owner/Operator

- Started a gym from scratch
- Marketing and advertising
- Training & nutritional guidance
- Kept all building areas and equipment functional and well organized to promote business performance.
- Spoke professionally with customers regarding complaints, gathering all necessary information to make educated decisions and address issues

Hi Volts private company, Islamabad
Retail and Ecommerce Associate

AUGUST 2021

- Ensuring the product availability and proper working conditions under company standards.
- To determine the marketing trends needed for improvements in the store and ecommerce platforms.
- Monitor ecommerce platforms.
- Ads posting on digital platforms.
- Responding to customers' orders, reviews and queries.
- Research product images and descriptions for ecommerce platform.
- Registering new shops on different ecommerce platforms.
- Managed all social media programs, including Internet forums, social networking applications and message boards.
- Managed digital stores including Business Google, Daraz.pk and OLX.
- Worked with marketing and social media team members to coordinate ad campaigns with social media strategy.
- Assist customers in finding or selecting items, and provided recommendations both on floor and Ecommerce platforms.
- Manage proper and attractive merchandise display.
- Assisted team members when necessary in handling cash registers and organizing inventory room.
- Educated customers on available product options to meet and exceed customer service experience.

ADMISSION DEPARTMENT (INTERN) - IQRA UNIVERSITY

2017

SKILLS

- Administrative and customer service skills.

- Document controller
- Quick learner with ability to rapidly absorb new skills and knowledge
- Marketing & sales
- Ability to handle a wide and varied workload
- Detail oriented
- Creativity
- Critical thinking
- Problem-solving
- Social Media (customer support)
- Communication Skills
- Customer service
- MS Word
- Writing skills
- Hard worker and detail oriented

LANGUAGE

- ENGLISH
- URDU

Computer Skills

- Microsoft office
- Typing speed-31 WPM
- Basic computer knowledge
- Digital literacy

INTERESTS

- Baking
- Traveling
- Art and Sketching
- Health & Fitness

REFERENCE

References available upon request