

 Faisaloup@gmail.com

 United Arab Emirates

## KEY SKILLS

Conflict Resolution

Office Administration

Internet Exploring

Microsoft Office Suite

Data Management

Team Leadership

Documents Composing

Documents Printing

Social Media

## CERTIFICATIONS

One Year Computer  
Diploma in IT

*English Language  
Certificate*

*English Proficiency  
Certificate*

## EDUCATION

Graduate

## Languages

**English** (Fluent)

**Urdu** (Native)

**Pashto** (Native)

**Arabic**  
Read & Write

# FAISAL KARAM



0 544 339 716



## CAREER OBJECTIVE

Ability to work independently with high motivation toward new knowledge and a good team worker with evidence by my excellent performance.

To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills.

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## PROFESSIONAL EXPERIENCE



**Social Media Marketing Executive (Feb 2019-Feb 2020)**  
*Hebei Jincheng Information Technology Co., Ltd China*

Creates **Marketing** and **social media** campaigns and strategies, including budget planning, and implementation schedules. Ensures brand consistency in **marketing** and **social media** messages by working with various company department members, including advertising, product development, and brand management.

- **Social Media** strategy in order to increase brand awareness, improve Marketing efforts and increase sales.
- Uploading and Updating products to Alibaba.com, Madeinchina.com, topease.com, Calling, sending emails and Meetings with international clients, Searching clients on social media and other paid accounts, Updating and follow up clients via Social media i.e. Facebook, Twitter, LinkedIn, YouTube, instagram, Tiktok etc.
- Import and export Trading.
- Data Management of clients.



**Product Marketing & International Trade Executive**  
*Jinhua Jiude Packing Co., Ltd China (April 2018- Feb 2019)*

- Communicate and interact with Potential Customers by using Social Media Links.
- Develop the strategy of Pricing, Messaging, Packing and selling products of the company.
- Purchasing Paper Products for the company warehouse from different international trade centers like YIWU and GHUANGZOU.
- Attend the Canton Fair and Expo's for meeting with international Clients.
- Explore Christmas and Paper products to European countries.

## Hobbies

Travelling

Social Media

Snooker



### Office Assistant & HR Executive (Jan 2015-March 2018) *The Grand View School **Pakistan***

- Controlling Management and Administrative activities.
- Maintaining Office systems, including data management and filing.
- Notes at meetings or to provide general assistance during presentations.
- Telephone calls, enquirers and requests, and handling them when appropriate and Greeting visitors at all levels of Seniority.
- Incoming email, faxes and post, often corresponding on behalf of the Directors.



### Marketing Executive (April 2014- Jan 2015) *Oxford University Press (UK) at **Pakistan***

- Build a full-scale Marketing operation from the ground up; duties include Working Plans, Sales Plan, and Marketing of Books in private institutions as well as developing marketing strategies.
- Strategize with senior management to market new products into traditional retail channels of distribution in the Fast-Moving Consumer Goods market.
- Successfully expand the marketing reach of older products into emerging digital and online platforms.



### Data Entry Operator (April 2020-Sep 2020) *Iftekhhar Stationaries & Whole Sale Dealer **Pakistan***

- **Entering** customer and account **data** from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source **data** for computer **entry**.
- Reviewing **data** for deficiencies or errors, correcting any incompatibilities and checking output.
- Input accounts receivables and billings into data systems .
- Copy and file hard copies of documents .
- Worked on Vyapar software.
- Generating of Barcode and barcode scanning.