

# AISHA NAZ

Date of Birth: 21-JUL-1998  
Citizenship: Pakistan  
Civil Status: Single  
Visa Status: Father Sponsorship  
[Ayeshanaz642@gmail.com](mailto:Ayeshanaz642@gmail.com)  
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## **OVERVIEW**

To be able to serve your company according to the best of my capacity wherein my knowledge, skills and attitude acquired can be applied not only here but for personal growth.

## **WORK EXPERIENCE**

### **Rama Technology L.L.C (Ras Al Khaimah, UAE)**

**Period : 2.9 Years ( November 2017 till July 2020 )**

- Digital Marketing Assistant and Analyst.
- Business Development.
- Content Writing and Copy Writing.
- Project Management.
- Marketing Executive.
- Lead Generation (Telemarketing and Digital Marketing).
- Managing documents and files.
- Dealing with the calls and customers.
- Worked on the Odoo ERP Software for the following modules.
  - Accounts
  - Project
  - CRM
  - Inventory
  - HR
  - EMS (Education Management System)
  - LMS (Learning Management System)
- Social Media Posts / Photos designer.
- Scheduling and coordinating meetings, interviews and events.
- Quality Control for the websites.
- Data entry in the Websites and worked for RAK Directory.
- Follow ups of the Payment (Annually / Monthly).

## **EDUCATIONAL BACKGROUND**

### **SECONDARY SCHOOL**

Central board of secondary education, Delhi

The ideal English School

Ras AL Khaimah, UAE

2013-2015

### **HIGHER SECONDARY SCHOOL**

The National Institute of Open Schooling (NIOS), Hubli

Bangalore, India.

Ras Al Khaimah, UAE

2015-2017

## **AWARDS & ACHIEVEMENTS**

- ❖ The Fundamentals of Digital Marketing Certification  
Google Digital Garage  
June 2019
- ❖ Introduction to Business Management  
King's College London  
May 2020
- ❖ Digital Skills : Digital Marketing  
Accenture  
May 2020
- ❖ Communications and Interpersonal skills at work  
University of Leeds and Institute of Coding  
April 2020
- ❖ Introduction to Bookkeeping and Accounting  
The Open University  
June 2020
- ❖ Introduction to Marketing  
University of Pennsylvania  
September 2019

- ❖ Introduction to Personal Branding  
University of Virginia  
April 2020
- ❖ Entrepreneurship : Developing the Opportunity  
University of Pennsylvania  
August 2019
- ❖ Introduction to Financial Accounting  
University of Pennsylvania  
December 2019
- ❖ Financial Accounting Fundamentals  
University of Virginia  
October 2019
- ❖ Managerial Accounting Fundamentals  
University of Virginia  
March 2020
- ❖ English for Business and Entrepreneurship  
University of Pennsylvania  
July 2019

## **STRENGTHS**

Communication  
Ability to Work under Pressure  
Decision Making  
Time Management  
Self-motivation  
Conflict Resolution  
Strong and Leading Personality  
Adaptability

## **DRIVING LICENSE DETAILS**

License NO : 216705  
Issue Date : 03/10/2018  
Expiry Date : 01/10/2024

## **PASSPORT DETAILS**

Passport No : GW9897912  
Issue Date : 15/07/2017  
Expiry Date : 14/07/2022

## **LANGUAGES**

English  
Urdu (Mother tongue)  
Hindi  
Arabic

## **DECLARATION**

I hereby declare that above mentioned details are correct and complete and best of my knowledge.

**AISHA NAZ**