

javeria fatima

"To works for a progressive organization availing a challenging opportunity where I can utilize my education and professional experience for a growth Oriented careers and to increase the performance and growth of the organization with honesty."



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Dubai, United Arab Emirates 📍

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WORK EXPERIENCE

PJJ Technical Service Recruitment Consultant

03/2019 – Present

Dubai, UAE

Achievements/Tasks

- Using sales, business development, marketing techniques and networking to attract business from client companies
- Visiting clients to build and develop positive relationships with them
- Receiving and reviewing applications, managing interviews and tests and creating a shortlist of candidates for the client
- Organizing interviews for candidates as requested by the client
- offering advice to both clients and candidates on pay rates, training and career progression

Digital Marketing Cum Administration Jain Mena DMCC

02/2018 – 02/2019

Dubai, UAE

Achievements/Tasks

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Maintain and improve online databases of client accounts and external vendors, including updating information when necessary.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Produce of weekly report summaries, Manage expenses, invoices and local petty cash.
- Attend exhibition as a host & Promotion work

ICM SOFTWARE HOUSE Business Development Manager Assistant

03/2016 – 01/2018

Riyadh, KSA

Achievements/Tasks

- Create and test new email marketing templates and direct marketing communications.
- Work with the digital team to ensure that there's brand consistency across all campaigns and messages
- Posting Marketing material on Social Media Accounts
- Assist with the management of the email database, sending targeted campaigns to specific individuals based on lead scoring.
- Maintenance of the lead database ensuring all leads are fully qualified.
- Preparing and implementing schedules for all direct marketing campaigns.

SKILLS

Oracle Database SQL 2000 report builder

SQL/PLSQL, Oracle HRMs & CRM hands on practice

Designing Promos / ads for marketing promotion.

Well versed on Windows and Microsoft Office Applications (Outlook, Word, Excel and PowerPoint)

Flexible in handling different job responsibilities

Oracle ADF & OAF technical Hands on Practice

Installation of server 2003 windows

EDUCATION

Bachelor of Science in Information Technology

Virtual University Of Pakistan

03/2016

LANGUAGES

English , Urdu , Hindi

Elementary Proficiency

PERSONAL INFORMATION

18-july-1992

Pakistani

Single

Female

INTERESTS

Fashion Designing

Event Managment

Swimming