



STUDYDADDY

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Education:

Kean University - Union, NJ May 2019
Bachelor of Business Management
2018 & 2019 Dean's List Honoree

Middlesex County College - Edison, NJ May 2017
Associate of Business - Liberal Arts Major
2016 & 2017 Dean's List Honoree

Work Experience:

TD Bank - Metuchen, NJ 04/2018 - 11/2018
Customer Service Representative

- Met with customers, prospected, and developed understanding of financial objectives and needs
- Assessed customer information and suggested appropriate product and service solutions
- Sold customers on value and benefits of suggested alternatives and sales
- Provided exceptional customer service by meeting all customer demands

Diverse American Volunteer Association (DAVA) - Old Bridge, NJ 03/2017 - 11/2018
Director of Marketing and Communications

- Developed & implemented the brand strategy
- Developed the marketing strategy for new and existing products
- Oversaw implementation of the marketing strategy including campaigns, events and digital marketing
- Managed social media presence and direct programs to improve social media reputation

Empire City Transport LLC - Brooklyn, NY 10/ 2016 – 03/2018
Office Manager

- Maintained administrative staff by recruiting, selecting, orienting, and training employees
- Dispatched company vehicles to customers & made monthly invoices
- Provided patient, friendly and quality customer service

Posh Beauty Café LLC - Richmond Hills, NY 07/2014 – 07/2016
HR Manager

- Oversaw handling of employment-related inquiries such as employment verification requests
- Compiled and analyzed product information to provide research that developed business campaigns
- Organized and projected multiple tasks, both independently and collaboratively on a team
- Communicated between vendors and owners in a timely and efficient manner

Community Service and Leadership:

Pakistan Earthquake and Flood (Active Citizens Student Volunteer Program) 10/2010, 2013

- Collected and distributed clothing, medicine, and money for the victims during an earthquake of 10/2010 and floods of 2013

Government Municipal Primary School, Pakistan Summer 2013- Summer 2014
Volunteer Teacher

- Instructed classes for students living in poverty

Skills:

Languages: Fluent in Urdu, Hindi, and Punjabi

Technical: Proficient in Microsoft Office (Excel, PowerPoint, Word, etc.), Mac OSX, Windows, Google Drive

Additional Skills: Problem Resolution, Team Player and a Leader, Project Management, Strong Analytical Skills



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