

SHUMAILA SUBHAN

WORK EXPERIENCE

DATA ENTRY OPERATOR (REMOTE)

eWeb Solutions, UK - 2019 / 2020

Responsibilities included posting ads on multiple vendor websites, creating new posts while arranging content from multiple sources. It also included fast track data entries at various platforms like Amazon, eBay, Instagram, GumTree and many other vendor platforms. Hotel management data entries like creating new menu and adding data for POS systems of different restaurants while adding multiple products and variants including research from internet for content and pictures was also part of the duty.

ADMINISTRATION & ACADEMIC COORDINATOR

Liaquat College of Management & Sciences, PK - 2014 / 2015

Responsibilities include middle school scheduling and to provide direct support service to individual students, small groups and classrooms. Complete assessments, referrals and counseling with students and families. Completing written reports as needed or as requested by Principal while completing various other duties as assigned. Conducting professional development workshops was also included.

COORDINATOR, BUSINESS OPERATIONS

Consult & Train, PK - 2007 / 2008

Assisted department manager in daily operational tasks. Working independently on assigned tasks. Drafting letters and coordinating with team members including consultants and colleagues in order to complete required tasks. Arrangement of logistical requirements of trainings. Interaction with customers for data compilation. Preparation of mailing lists. Printing of all training material and verification of its availability for various training programs.

EDUCATIONS

MBA IN HUMAN RESOURCES

Institute of Business & Technology, IBT - Nov 2012 - 3.66 CGPA

FINAL YEAR PROJECT OF MBA

Effect of HR practices on worker's efficiency in Sui Southern Gas Company

SKILLS

MANAGEMENT



SEO COPYWRITING



RESEARCH



CREATIVE WRITING



ADMINISTRATION



DATA ENTRY



ABOUT ME

An innovative mind with multi dimensional thinking towards solutions. Strongly concentrate on effective utilization of time and effort (80/20 rule) with an ability to technically grow in multiple directions on given opportunity.

CONTACT ME

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