

0326-3253195  
madhumaheshwary25@gmail.com  
Karachi Pakistan  
madhu-maheshwary

## ABOUT ME

*Innovative, creative, self-motivated, target achieving, detail-oriented and professional specialist marketing officer with three years of experience leading marketing campaign and developing marketing strategies.*

To obtain a role in dynamic company where I can contribute to its success through my experience and skills, while also learning from the company and developing my career, seeking an opportunity to apply my knowledge.

## SKILLS



## EDUCATION

### GRADUATION

Karachi University  
2017-2020

### Online Short Courses

- Time Management
- Word/ excel
- Marketing Strategy
- Investing in Stock
- SEO

## EXPERIENCE

### Sales and Marketing Officer

Arif Habib limited / NOV 2021-Present

Entertain company leads on priority basis and convince them, brief them about account opening procedure and Stock market.

- Boosted Sales by Doing marketing activities in universities and Companies
- Helped improve customers base through effective communication
- Maintaining good relation with clients

### Customer Support Officer

United Bank Limited / MARCH 2021-JULY 2021

To assist customers regarding Bank account, attend calls for activation, blocking, cards internet banking and resolve any type of queries.

- Record any type of complain related bank account or frauds
- Order, Activate, blocking, unblocking Debit and credit Cards
- Provide basic technical support for clients

### Human Resource Internee

Indus Resource Center / JANUARY 2020- MARCH 2020

Manage HR related task, develop and implement new target hiring's collect resumes and arrange recruitments, conduct interviews and making Job Duties.

- Recruitment
- Develop Company Personal Policies
- Conduct employment verification and investigation