**Farah Khan**

*1702-155 Hillcrest Ave. Mississauga, ON ▪ (647) 949-0934*

 *farahkhan\_123@hotmail.com*

Job title

HR Associates – Entry Level

Core Competence

* Excellent experience of successful Supply chain management, administration, and coordination.
* Experience handling advertisement, public relations, event planning, and management.
* Experience in managing multiple projects concurrently with strong detail, problem solving, and follow-through capabilities
* Ability to manage and motivate cohesive teams that achieve results
* Excellent oral and written communications, interpersonal and organizational skills
* Excellent problem-solving techniques, organization skills and willing to learn new techniques
* Strong knowledge of Microsoft Word, Excel, Outlook, and PowerPoint

Education

**Bachelor of Business Administration BBA – Management (Hons)**

*Iqra University, Pakistan*

Professional Experience

**Ismail Industries Ltd.** *(May 2012 - September 2015)*

***MIS Officer – Karachi***

* Worked closely with Zonal HQ of company to admin, analyze and make recommendation to set and achieve the sales goals
* To analyze monthly expenses with company production through multiple COGS reports.
* Reconcile Zonal logistic data with company data.
* Work closely with Marketing department to gather information on new brands and make plans to launch.
* Review the company in-market brands to see the customer’s preference, taste, and change.
* Assist in updating daily distribution data
* Work on company’s DSS for zonal brand distribution

**Dadabhoy Institute of Higher Education** *(October 2011 – May 2012)*

***Admission Officer - Karachi***

* Daily Reporting to Vice President
* To provide current admissions status of available places
* Manage incoming applications and documentation
* To invite applicants for assessments / organizing internal and online assessments
* Following and maintaining office procedures
* Preparing regular reports for the Admissions Manager

**IQRA UNIVERSITY** *(March 2009 – October 2011)*

***Student Counselor - Karachi***

* To interact with students and provide them with administrative or personal guidance
* Responsible in solving other employees and faculties issues
* Provide detailed information on policies and academic regulations
* Coordinate activities related to admissions, examinations, registration, and graduation
* Inform students and resolves problems in relation to their file
* Responsible to manage events from conception through to completion

VOLUNTEER:

* Worked in Talent Show - IQRA University
* Organized “Job fair 2010” - IQRA University
* Organized Independence Celebration Event - IQRA University

**References available upon request**