



DAWOOD NAVEED KHAN

Particulars

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SUMMARY & OBJECTIVE

Regarded as a quick learner, passionate and hardworking person by my peers and mentors. Currently working to fulfill the pre-requisite condition for my studies and to enhance my professional skills in a dynamic and stable workplace

EDUCATION

Degree	Year	Division	Institute
BS. Commerce	2020	3 CGPA	University of Karachi
HSC Commerce	2015	B Grade	Govt. Degree Gulshan-e-Iqbal College
SSC Science	2013	A Grade	Metropolitan Academy

RESEARCH & PROJECTS

- Made annual report on Meezan Bank 2020
- Made Entrepreneur report on new product Called Aqua Tech 2020
- Made Product Development report of New Product 2021

CERTIFICATION & SKILLS

- Graphic Designing 2015 (Certified) | English Language | Meta Blueprint (In process)
- Communication skills
 1. Persuasion skills
 2. Negotiable skills
 3. Leadership skills
- Computer skills
 1. Graphic Designing
 2. Photography and Videography with Editing
 3. Intermediate Excel. MS Word & PowerPoint
- Marketing Skills
 1. Digital Marketing
 2. Content Creation
 3. Facebook Ads
 4. Chat Bot
 5. YouTube Ads

SEMINARS & WORKSHOP

- Attended BnMc (Business & Marketing Conference) as a hospitality Coordinator
- Attended Commercia as a Team and brand Ambassador
- Conducted Commerce Department Alumni Dinner as guest relation
- Elected As HR manager of Department of Commerce
- Attended Karachi University Convocation as Volunteer

EXPERIENCE

Working as a Digital Media Manager in Yellow Advertisers from 2021-Present.
Work at Homeland Enterprises as Digital Marketing Manager for 10 months 2020-2021
Work in Sui Southern Gas Company in Sales Department as Intern for 4 weeks. 2020-20
Work in GTV News in Social Media Department as Social Media Intern for 7 weeks. 2019-19
Work in World Wide Publishers as a Creative Designer (Part Time) 2019-2019

REFERENCE

Reference will be furnished when desire