



Baloach RIMSHA

ADMISSIONS OFFICER | IT MANAGER | CONTENT CREATOR

ABOUT ME

I am a dedicated professional with over three years of diverse experience. I have worked as an Admissions Officer for one year, managing student recruitment processes with precision and fostering a positive admission experience. Additionally, I have two years of experience as a Content Creator and Graphic Designer, specializing in crafting engaging visual content and digital communications. My skills in admissions management and creative design make me versatile and results-oriented, with a strong commitment to excellence.

CONTACT ME

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Khushab, Punjab
PAKISTAN

EDUCATION

Bachelor of Computer Arts

Riphah International University, Islamabad

During my Bachelor of Computer Arts (BCA), I honed skills in Adobe software, UI/UX design, graphic design, and video editing. I also developed expertise in videography and Editing.

2024

CERTIFICATIONS

Coursera

- Foundations of Project Management
 - Human Resource Management
 - Human Capital Management
 - Internet of Things Multimedia Technologies
 - Project Planning Putting It All Together
 - Video Pre and Post-Production
- 2022 - 2024

PROJECTS

Links

- behance.net/rimshabaloch
- <http://surl.li/mxqbaw>
- <http://surl.li/vvfhqm>

2023 - 2024

JOB EXPERIENCE

Admissions Officer

Cornelius Law College, Sargodha (affiliated with Punjab University)

- Guide prospective students through the admission process with clarity and professionalism.
- Handle inbound and outbound calls to address student queries and concerns.
- Build strong relationships with students and parents to ensure a seamless recruitment experience.
- Maintained student records and coordinated communication between departments.
- Oversee HR tasks, including staff coordination, resource management, and recruitment support.
- Coordinate institutional events, ensuring smooth execution and stakeholder satisfaction.

JANUARY 1, 2024 - FEBRUARY 03, 2025

Freelance Graphic Designer & Video Editor

Remote

- Designed impactful marketing materials for clients in real estate and other sectors.
- Produced YouTube thumbnails that increased video click-through rates by 30%.
- Created engaging vlogs, documentaries, and cricket analysis videos for social media.

2022

Graphic Designer

Pakistan Youth Empowerment Initiative

- Conceptualized and created visuals for awareness campaigns, including posters and flyers.
- Collaborated on content writing to ensure cohesive messaging.
- Assist in planning and executing awareness campaigns, ensuring cohesive design strategies.

JANUARY 1, 2021 - DECEMBER 29, 2021

SKILLS

- Design Tools: Adobe Photoshop, Illustrator, Premiere Pro, InDesign
- IT Management: Network Troubleshooting, System Maintenance, MS Office Suite
- Content Creation: Storyboarding, Editing, YouTube Optimization
- Event Management: Planning, Coordination, Execution

Microsoft Word

Microsoft Excel

Adobe Photoshop

Adobe InDesign

Adobe Premiere Pro

HOBBIES

TRAVELING

VIDEOGRAPHY

PHOTOGRAPHY

CREATIVE CONTENT CREATION

CRICKET, SPORTS MANAGEMENT