

NIDA NADEEM

CONTACT

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- 📍 Rawalpindi

EDUCATION

BACHELORS

- BS Mass Communication

Present

VIRTUAL UNIVERSITY

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- MS Office

PROFILE

Motivated and detail-oriented with strong organizational, academic, and communication skills. Experienced in supporting faculty members with administrative and research tasks, coordinating academic activities, managing student records, and facilitating smooth departmental operations. Passionate about contributing to the academic environment through efficient support, continuous learning, and teamwork. Known for reliability, professionalism, and a proactive attitude toward problem-solving and multitasking in a dynamic educational setting.

WORK EXPERIENCE

National University of Technology

2023 - PRESENT

Senior Assistant (Admission)

- Develop and execute comprehensive marketing strategies and campaigns that align with the company's goals and objectives.
- Facilitating admission campaigns and relevant tasks.
- Handle Google sheets, data and swift administrative tasks.

Century 21

2021 - 2022

Social media Handler

- Daily posts for engagement.
- Oversee market research to identify emerging trends, customer needs, and competitor strategies.
- Monitor brand consistency across marketing channels and materials.

REFERENCE

- Will be provided on demand.