



MINAHIL IFTIKHAR

0314-0303207

noorshazia767@gmail.com

OBJECTIVE

Looking for a challenging and rewarding future in a healthy and competitive organisation and to prove my will resolution is the ambition of my life. To seek and maintain full time position that offers

Professional challenges utilizing interpersonal skills.

EXPERIENCE

SUPER CROWN INTERNATIONAL TRAVELS

Admin Officer | May 2025- Continue

- Create and design advertisements to promote travel and visa services.
- Run social media campaigns on platforms like Facebook, Instagram, and all social media platforms to attract clients.
- Prepare travel offers and promotional packages for target markets.
- Monitor and respond to customer inquiries from social media ads.
- Collaborate with the sales team to convert leads into confirmed bookings.
- Track the performance of ads and adjust marketing strategies for better results.

PTE Pakistan

Admin Assistant | October 2024-April 2025

- Maintaining daily office operations and Coordinating meetings, appointments and events. Preparing reports and maintaining records.
- Managing bookings for PTE Tests, Online and On-campus sessions. Addressing operational issues and providing timely resolutions.

GOLD Touch Consultant and Immigrations

Visa Advisor | March 2024

- To assist individuals and organisations in understanding, preparing for, and applying for visas to travel, work and study of foreign country.

Royal Dynasty

Call centre Sales Agent | SEP 2023

- Takes calls from customers, answering questions or addressing any concerns that may have

Leaps International School

Assistant| 2021-2023

- Works as a coordinator and assistant
- Oversaw day-to-day operations and coordination of school activities
- Develop and implement school policies and manage accounts as well

Penguin International School

Teacher| 2020

- Elementary school teacher
- Developed and implemented engaging lesson plans
- Collaborated with colleagues to develop interdisciplinary projects and activities.

Home Tuitions | 2021-2023

- Assess students progress throughout tutoring sessions
- Preparing lesson materials, identifying students strength and weaknesses, helping with homework, explaining topics students don't understand and praising effort.

EDUCATION

- **Virtual University**
BBA(2-years)
 - **Capital University of Science and Technology**
ADP(BBA)
 - **Punjab group of colleges**
FSC(pre-engineering)
 - **EFA School System**
Matric(Science)
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CERTIFICATIONS

- Microsoft office certificate
- Intelligence certificate
- Certificate on GPA at 3.72
- Certificate on GPA at 3.56

- Certificate of GPA at 3.51

SKILLS

- Management skills
- Creativity
- Leadership

LANGUAGE

- English
- Urdu