

ERSA NIAZ RAJA

Address:

Road 11, Block 111, Building 117, Al Hidd

Nationality: Bahraini

Mobile: +973 3438 1495

Email: ersa.niaz@hotmail.com

Professional Experience

Al Bayan Media Group

Sales and Marketing Coordinator – Difaaf, Reef Island

(February 2020)

- ❖ Preparing reservation forms, invoices and collection of Agreements & cheques.
- ❖ Interacting with clients to provide info about Difaaf.
- ❖ Coordinating with the sales and marketing team.
- ❖ Maintain thorough knowledge of the project Difaaf, SPA, all relevant sales purchase knowledge to conclude sales deals.
- ❖ Distribute leads through marketing calls, bulk emails & utilize other channels of social media.
- ❖ Managing & updating client's database.
- ❖ Submitting weekly Reports and attend meetings of the company.

TrainMe Training Centre

Microsoft Office Specialist (Training Course)

(September 2019 – December 2019)

Sales and Marketing (Training Course)

(February 2020- March 2020)

The Citizen Foundation

Internee

(January 2019 – March 2019)

- ❖ Recruitment of Students from different schools for funding them for further studies at top universities of Pakistan (based on their financial status).

- ❖ Filing their case for financial aid as well as admission in different universities.
- ❖ Counseling of parents and students.
- ❖ Preparing students for interview and entry test in universities. Coordinating with teams and human resource recruitment from different regions of the Pakistan.
- ❖ Coordinating with universities and in-between parents, students and university.
- ❖ Certification and Reward allocation to the students of The Citizen Foundation Schools for scoring high achievements in examination.

CERTIFICATIONS & ACHIEVEMENTS

- ❖ Creative memory and mind management workshop conducted by Zafer Mahmood – International Memory Trainer - 2010
- ❖ Best performance in gymnastic, Pakistan Urdu School, Kingdom of Bahrain
- ❖ First position in Social Studies Exhibition (model), Pakistan Urdu School, kingdom of Bahrain.

LANGUAGE SKILLS

- ❖ **English:** Excellent Written and Spoken
- ❖ **Urdu:** Excellent Written and Spoken
- ❖ **Arabic:** Reasonable Command.

EDUCATION

- ❖ **Pearson UK (Previously Edexcel), London, England**

Pearson UK (Previously Edexcel), London, England (2016-2017)

- ❖ **Bachelors of Arts**

University of Punjab (2014- 2016)

SKILLS

Creativity	■	■	■	■	■
Communication	■	■	■	■	■
Team Player	■	■	■	■	■
Computer Skills	■	■	■	■	■