

**ADDRESS**

Dubai, International City

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Javeria Khurram

Objective:

Dedicated and versatile professional with a passion for content creation and creative thinking. Seeking a challenging role that allows me to leverage my skills in content writing, social media management, editing, proofreading, and research to contribute effectively to a dynamic and growth-oriented team.

KEY SKILLS**1. TECHNICAL SKILLS**

- **SOCIAL MEDIA MANAGEMENT:** FACEBOOK, INSTAGRAM, TWITTER, LINKEDIN
- **GRAPHIC DESIGN:** CANVA
- **BASIC VIDEO PRODUCTION:** CAMERA OPERATION, LIGHTING TECHNIQUES

2. SOFT SKILLS

- **COMMUNICATION:** EXCEPTIONAL VERBAL AND WRITTEN COMMUNICATION
- **TEAM COLLABORATION:** EFFECTIVE IN CROSS-FUNCTIONAL TEAM SETTINGS
- **PROBLEM SOLVING:** INNOVATIVE THINKER WITH STRONG ANALYTICAL ABILITY
- **ADAPTABILITY:** QUICK TO LEARN NEW TOOLS, SYSTEMS, AND PROCESSES

Education

BTEC Business (In Progress)
Finura College, Islamabad, Pakistan (online)
(Expected Completion: 2026)

O Levels
Completed May/June 2023

Professional Experience:**VERVE Management**

JLT, Mazaya Business Avenue
Position: *Event Production Intern*
Duration: [Aug 2025- Oct 2025]

- Assisted in planning and coordinating high-profile corporate events and conferences.
- Conducted research to identify and contact potential speakers, contributing to engaging and diverse event lineups.
- Helped develop event agendas and schedules in collaboration with the production team.
- Gained hands-on experience in event logistics, communication, and client coordination throughout all planning phases.

Rabbit and Carrot

Silicon Oasis, Dubai
Position: *Assistant Social Media Manager (Intern)*
Duration: [Oct 2024 – Jan 2025]

Key Responsibilities:

- Assisted in content planning and scheduling across platforms, including Instagram, Facebook, and LinkedIn.
- Performed market research to stay updated on trends and boost engagement.
- Collaborated with design and video teams to create visually appealing content.
- Monitored analytics to refine strategy and improve post performance.
- Supported the community management process by responding to user interactions.

Traders wholesale

Karachi, Pakistan
Position: Wholesale Sourcing Assistant
Duration: [May 2023- Oct 2023]

Key Responsibilities:

- Conducted Amazon product hunts using USPC and FBM numbers to identify viable wholesale opportunities.
- Reached out to brands via email for potential collaborations.
- Participated in meetings with various brand representatives to negotiate and establish wholesale partnerships.

Languages

- English – Fluent
- Urdu – Native

References

Available upon request.