



Salwa Khan

Visa Manager| Business Analytics | Social Media & Marketing

Data-driven Visa Manager Agent with 2+ years of experience in visa processing, client management, and social media marketing. Specializing in data analytics with expertise in Power BI, Excel, and data-driven decision-making. Strong leadership as President of Namal Dramatics Society, with experience in event management and team coordination. Passionate about using data insights to drive efficiency and growth.

✉ salwa.khan891@gmail.com

☎ 0326 2623567

🌐 linkedin.com/in/salwa-khan-61578b30

EDUCATION

Bachelor of Business Administration

Namal University

11/2021 - Present

Mianwali, Pakistan

WORK EXPERIENCE

Visa Manager

Real Migration and Education

02/2023 - Present

Australia

Achievements/Tasks

- Processed visa applications by accurately filling out forms and ensuring compliance with immigration policies.
- Collected, reviewed, and verified client documentation to minimize errors and improve approval rates.
- Maintained client records and managed communication to provide updates on application status.
- Created engaging marketing content using Canva and managed social media campaigns across multiple platforms.
- Streamlined the document collection and submission process, improving efficiency and client satisfaction.

President

Namal Dramatics Society, Namal University

05/2024 - Present

Achievements/Tasks

- Led a team to organize large-scale events, including stage plays, musical performances, and cultural activities.
- Managed event logistics, budgeting, and sponsorship acquisition, ensuring smooth execution.
- Developed promotional strategies and managed social media campaigns to increase audience engagement.
- Fostered teamwork and leadership skills among society members, enhancing their professional growth.

Intern

Jazz

07/2024 - 09/2024

Achievements/Tasks

- Interacted with customers, addressing queries and providing support.
- Performed data entry and management, ensuring accuracy and efficiency.
- Collaborated with a team to streamline workflows and improve productivity.

SKILLS

Visa Processing

Client Management

Team Management

Dashboard Creation

Canva

Social Media Management

Power BI

Excel

Event Organization

PERSONAL PROJECTS

MBTI Personality-Based Recommendation System (FYP)

- Developed an AI-driven system that matches candidates to job roles based on MBTI personality traits.
- Implemented machine learning models using synthetic and real-world HR datasets for improved hiring efficiency.

Superstore Sales Dashboard (Semester Project)

- Developed a dynamic Superstore Sales Dashboard in Power BI to analyze sales performance, revenue trends, and customer insights.
- Integrated KPIs, data visualization, and advanced DAX functions to enhance business intelligence and decision-making.

CERTIFICATES

Excel

Data Analysis in Excel

Power BI

Immigration Law Fundamentals

Client Management and Customer Success

Effective Communication for Professional Success

LANGUAGES

Urdu

Native or Bilingual Proficiency

Arabic

Elementary Proficiency

English

Native or Bilingual Proficiency

INTERESTS

Social Media Marketing

Event Management

Graphic Designing

Watching Movies