



## AEMAN TANVEER

Address: 276-JB (37530), near Pensra, Faisalabad

Cell:+923032023292| tanveeraeman@gmail.com

Date of Birth: 14/04/2002

LinkedIn Profile: <https://www.linkedin.com/in/aeman-t-945b80189/>

### EDUCATION & QUALIFICATIONS

---

#### Bachelors in Business Administration (Pakistan)

May 2022(Expected)

Namal Institute, Mianwali

CGPA: 3.03/4

#### Intermediate in Science (pre-engineering)

June 2018

Muhammad Ali Jinnah Educational Complex, Pensra

Marks: 902/1100

### PROFESSIONAL EXPERIENCE

---

#### Malt-aye

July 2021- Current

Virtual Assistant

- Customer dealing
- Social medial presence and website handling
- Creating content

#### Student Coordinating Organization for Promoting Education

Nov. 2019- Oct-2021

Social Media handler

- Content creation
- Social media platforms handling
- Conducting webinars

#### Namal Welfare Organization

Marketing Head

### PROJECTS

---

**Marketing (Class) Project:** Performed an activity in the group of 9 people, to sell kitchen product. Completing the project on time, my group generated the highest profit. We used offline selling techniques.

**Marketing Term Project:** Wrote a review paper on marketing strategies of Frozi and gave new suggestions.

**Final Year Project:** Making a business plan on Event Management Company. This project is unique because of its location as it will set a complete new trend in the area.

### ADDITIONAL EXPERIENCE

---

#### Namal Sports and Adventure Society

2019-Current

President-Girls wing

- Leading the team of 15-20 people
- Conducting and managing sports and adventure events

#### General Member

Nov 2020 - Jul 2021

Maps-Youth Lead Organization

#### Volunteer

Oftenly get involved in society's welfare activities on different platforms

#### Convocation Management Volunteer

2019 - Jan 2020

Namal University, Mianwali

### SKILLS & INTERESTS

---

- Competent user of Microsoft Word, PowerPoint, Excel, English Language, People Skills, Multitasking, Creativity
- Interests: travel, entrepreneurship, food, fashion, art, music and cricket.