

# MAHRUKH IMRAN

**Contact:** +971 56 828 5309

**Whatsapp:** +92 317 0432591

**Email:** mahrukhdodhy@gmail.com

**Linkedin:** <https://www.linkedin.com/in/mahrukh-imran-dodhy-790b71122/>

**Date of Birth:** 03-01-1995

**Marital Status:** Single

**Religion:** Islam

**Location:** From Lahore, Pakistan

**Currently in Dubai**

## Professional Strength

- Action-oriented - Proactively driving the achievement of desired results.
- Problem Solver - Skilled in effectively solving problems and overcoming challenges.
- Analytical Thinker - Utilizes a strategic and analytical approach to identify root causes, assess alternative solutions, and implement the most effective course of action.
- Adaptive - Adapts quickly to changing circumstances and thinks creatively to generate innovative solutions.
- Team player - Have the ability to work collaboratively and effectively with others towards a common goal, participating, supporting, and contributing to the success of the team.
- Ambitious - Driven by an ambition to consistently meet deadlines and achieve desired goals.
- Demonstrating exceptional delegation skills while simultaneously maintaining organizational control over customer service operations.

## Languages

- English
- Urdu
- Chinese
- Arabic (Learning Phase)

## Professional Summary

Seeking to secure a position in the hospitality industry as a Sales and Marketing Manager, leveraging my strong work ethic, trustworthiness, and exceptional verbal and written communication skills to effectively engage with staff, management, and clients. Known for meticulous attention to detail, adept interpersonal abilities, and superior organizational and time management capabilities. I am a flexible and dedicated professional with a relentless determination to achieve success. I aim to utilize my extensive expertise in client relations and management to deliver outstanding quality work.

## Licensed Certificates

2023

### *Professional Hotel & Hospitality Management Certificate*

Issued by: KHDA - Government of Dubai & Bright Future Training Institute

2023

### *Front Desk Check-in and Check-out*

Issued by: Institute of Hospitality & Typsy

2023

### *Body Language Basics*

Issued by: Institute of Hospitality & Typsy

2023

### *Laundry Operations*

Issued by: Institute of Hospitality & Typsy

2023

### *Housekeeping Principles*

Issued by: Institute of Hospitality & Typsy

2023

### *User Interface Design Specialization*

Issued by: University of Minnesota & Coursera

2022

### *Google UX Design Professional Certificate*

Issued by: Google & Coursera

## Technical Skills

- Adobe XD
- Adobe Illustrator
- Adobe Photoshop
- Figma
- Microsoft Office
- Microsoft Powerpoint
- Microsoft Excel
- Swift
- Unity
- Visual Paradigm
- Camtasia
- Trello
- Slack
- Fiverr

## Hobbies

- Travelling
- Basketball
- Socializing
- Swimming
- Photography

## Education

---

2020

### *BS Computer Science*

University of Management and Technology, Lahore

2015

### *Intermediate - F. Sc Pre - Engineering*

Board of Intermediate and Secondary Education, Gujranwala

2012

### *Matriculation - Science Group*

Convent of Jesus and Mary Girls High School, Sialkot

## Professional Experience

---

**December 2019 - February 2023**

### *Workflow Manager to Senior Sales & Project Manager*

at Funkaar Khaana

Lahore, Pakistan

Responsibilities:

- Ensure that all projects are delivered on-time, within scope and within budget
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Develop comprehensive project plans to be shared with clients as well as other staff members and report and escalate to management as needed.
- Perform other related duties as assigned and achieve growth and hit sales targets
- Communicate with clients to take detailed ordering briefs and clarify specific requirements of each project
- Delegate project tasks based on junior staff members' individual strengths, skill sets, and experience levels
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Solve problems for clients by developing innovative and tailored sales solutions
- Possess deep knowledge of business product offering and value proposition
- Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs

**January 2020 - Present**

### *Graphic Designer - Freelancer (Online)*

at DigitalEra

Dubai, UAE

Designed following:

Social Media Posts, Posters, Business Cards, Flyers, Booklets, Logos, Brochures

**September 2019 - October 2019**

### *Graphic Designer - Intern*

at Discovery Group (PVT) Ltd

Lahore, Pakistan

Designed following:

Advertisements, Investor Kit, Letter Heads, Book Covers, Prospectus, Brochures & Standees