

Ghufran Yousaf

Sponsorship Coordinator

I am currently working as a Sponsorship Coordinator and also have experience as a Graphic Designer as well due to my previous freelancing career. I fulfill all of my responsibilities in a proficient and timely manner all the while making the best possible decisions to reach the most suitable outcome. I am constantly striving to improve myself and I always try my best to meet my employer's expectations.



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WORK EXPERIENCE

Sponsorship Coordinator SOS Children's Village

07/2021 - Present Multan

SOS Children's Villages Multan is a non-governmental, nonprofit multinational development organization. It provides a home to orphaned children.

Achievements/Tasks

- Sponsorship Management
- Database Management
- Report Management
- Public Dealing
- Email Management

Administrative Office Assistant SOS Children's Village

07/2019 - 07/2021 Multan

SOS Children's Villages Multan is a non-governmental, nonprofit multinational development organization. It provides a home to orphaned children.

Achievements/Tasks

- Administrative Responsibilities

Freelancer Design Book Studios

2016 - 2019 Multan

Graphic Design & Web Development Company

Achievements/Tasks

- Created multiple logos as well as performed other graphical tasks for various different clients.

EDUCATION

MCS NCBA&E Wapda Town Campus Multan

2020 - Present Multan

Courses

- Computer Science

B.Sc. (Computer Science) Central College Multan

2017 - 2019 Multan

Courses

- Computer A
- Computer B
- Statistics

F.Sc. (Pre Engineering) SOS Hermann Gmeiner Higher Secondary School Multan

2015 - 2017 Multan

Courses

- Math
- Physics
- Chemistry

SKILLS

Microsoft Office Suite Photo Editing Video Editing

Teamwork Creativity Attention to Detail

Content Writing IT Specialist Transcription

Problem Solving Leadership Communication

Critical Thinking Time Management Adaptability

PERSONAL PROJECTS

Game Store Stock Management Software (2018 - 2019)

- Developed a game store stock management software as my bachelor's final year project.

Youtube Content Creation (2015 - 2016)

- Created, edited, and published multiple videos to a YouTube channel ran by me and my friend.

CERTIFICATES

Typing Certificate (02/2021 - Present)

Acquired from RATATYPE for attaining a typing speed of 102 WPM with an accuracy of 99.7%.

ORGANIZATIONS

SOS Children's Village Multan (2019 - Present)

Administrative Office Assistant

Design Book Studios (2016 - 2019)

Graphic Designer

Red Cloud District (2015 - 2016)

Content Creator

LANGUAGES

English
Native or Bilingual Proficiency

Urdu
Native or Bilingual Proficiency

INTERESTS

Photography Videography Travelling Hiking

Gaming Listening to Music Nature