

# Profile

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**Faris Mira Jan**

Operations Manager

Dedicated Operations Manager with 4+ years of proven experience optimizing processes, increasing efficiency, and driving organizational growth. Skilled in cybersecurity, SEO, digital marketing, vendor relations, and procurement. Seeking a dynamic and impactful position to leverage my skills and contribute meaningfully to a high-performing team.

## Experience

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### Pre-Sales Operations Manager

Anazeem Information Technology


10/2023 to Present

(Riyadh Saudi Arabia)

#### Key Responsibilities:


- **Vendor Management:** Established and maintained strong partnerships with vendors, ensuring smooth operations and timely delivery of goods and services. Managed vendor accounts, registration processes, and contract renewals.
- **Digital Marketing:** Executed successful digital marketing campaigns, including SEO, SEM, email, and WhatsApp, to enhance brand visibility, drive sales growth, and generate leads.
- **Supply Chain Management:** Coordinated shipping and receiving of goods, managed inventory levels, and oversaw procurement processes using ERP systems (Logix).
- **Administrative Support:** Provided comprehensive administrative support, including assisting with facility maintenance, data collection and analysis, report preparation, project management, and general office tasks.
- **Team Collaboration:** Actively contributed to a positive and collaborative work environment, assisting team members with various tasks and ensuring efficient operations.
- **Cybersecurity:** Contributed to the development and implementation of cybersecurity policies to protect organizational data and mitigate risks.

## Contact

 fariskhan08@gmail.com

 057 315 7379

 /fariskhan08/

 Riyadh Saudi Arabia

 Valid Driving License

 Transferable Iqama

## Education

► 2020  
Bachelor of Mass  
Communications and  
Digital Media

Abdul Wali Khan University

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## Certifications

Cybersecurity (Certified from ISC2)

Digital Marketing (Certified from Google, HubSpot & Meta)

Project Management (Certified from Simplilearn)

Process Management (Certified from Coursera)

Artificial Intelligence (Certified from PMI & HRCI)

Pre-sales, Purchasing and Logistics Management

English (Certified from Cisco)

SEO (Certified from Coursera)

## Languages

English ★★★★★

Arabic ★★★★★

Urdu/Hindi/Pashto ★★★★★

For Certifications & Achievements, please scan this QR



## Digital Marketing Specialist

Virtoxed Technologies

02/2023 to 06/2023

(Islamabad Pakistan)

### Key Responsibilities:

- Managed and optimized social media presence with AI-driven tools to enhance engagement and brand visibility.
- Utilized AI-powered CMS and A/B testing to optimize website content, design, and user experience.
- Executed and managed data-driven PPC (Google Ads) and AI-enhanced social media campaigns for improved targeting and ROI.
- Analyzed website performance, leveraging AI-driven insights from Google Analytics and Search Console to refine marketing strategies.
- Crafted and personalized content using AI tools to create highly engaging email marketing campaigns and automate customer journeys.

## Operations Manager

AI Information Technology Solution (AIIT Solutions)

02/2020 to 02/2023

(Islamabad Pakistan)

### Key Responsibilities:

- Managed and optimized websites and social media platforms to enhance online presence.
- Implemented SEO strategies to drive organic traffic and improve search engine rankings.
- Created and executed targeted ad campaigns across Google Ads and social media platforms.
- Leveraged Google Analytics for performance tracking and data-driven decision-making.
- Developed and managed engaging content to support marketing objectives.
- Oversaw procurement and logistics, ensuring timely and efficient delivery of goods and services.
- Managed purchase orders, invoices, and maintained strong relationships with suppliers.
- Delivered exceptional customer service, fostering strong client relationships.
- Trained and mentored interns, contributing to their professional development.