

AELIA ABBAS

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CAREER OBJECTIVE

Web is the online market of every organization, and I believe in helping organizations have a great online presence. I am seeking to obtain a position as a Wordpress Website Developer, where I can offer my profound web design and development skills along with my experience of Wordpress, as well as knowledge of latest website standards and trends in order to create and retain better quality of websites, and give a positive online impression of the organization before the visitors.

PROFESSIONAL SKILLS

Web & IT Skills	Hands-on experience in working with Wordpress, Google Adwords and Google Analytics. Good understanding of C, C++, .NET and Java. Working knowledge of web technologies, such as HTML, CSS and PHP, as well as SEO, SEM techniques.
Hardware & Software Skills	Extremely experienced in working on all Windows OS versions. Highly competent in MS Office and other office tools. Can easily work on any type of hardware and software.
Info & Media Management Skills	Efficient in managing social networking platforms, and databases.
Verbal, Written, & Listening Skills	Fluent communicator who has the ability to understand and impart information clearly. Strong ability to work with content and documents.
People, Team & Project Management Skills	Experienced in working on a freelance, and on a contract basis. Can work autonomously and in a team. Successful in leading a team of international writers. Effective in leading the graduation project team.
Problem-solving & Decision-making Skills	Natural ability to come up with solutions for day-to-day issues. Adept at analyzing information, and thinking on feet. Talented in bringing fresh ideas and innovative methods for optimal work.
Self & Time Management Skills	Skilled in working to agreed performance measures. Competent in efficiently handling multiple tasks at the same time, with great expertise in meeting deadlines.
Administration & Organization Skills	Proficient in planning, maintaining, structuring, ordering, synchronizing, managing and executing the assigned work.

PERSONAL ATTRIBUTES

- Reliable and optimistic nature, proactive, with a can-do attitude
- Self-motivated, enthusiastic, with the initiative to take charge
- Super organized, with attention to detail, as well as a quality and accurate worker
- Willingness to learn, quick learner, and quick thinker
- Service-oriented, responsive, accountable, with interpersonal skills

WORK EXPERIENCE

Web Developer, Designer, Master (Freelancer)

Nov 2014 – Present

Responsibilities:

- Created Wordpress websites, and hosted them
- Helped in the process of domain registrations
- Created website content, uploaded images and other adhoc tasks

Key Achievements:

- Provided an online identity and space to the organization from scratch

IT and DB Admin and Support (Volunteer)

May 2014 – Present

Foundation of Youth Development

Responsibilities:

- Collected data, created and updated records and databases with confidential data
- Followed standardized company procedures relating to all aspects of Office performance
- Administered digital communication schedules and work flow
- Oversaw general ad hoc administration, such as filing, records maintenance, typing, word processing, scanning, photocopying, printing, invitations and mail distribution

Key Achievements:

- Completed the organization's pending work
- Developed procedures for official activity

Neighbourly Lead (Volunteer)

Oct 2014 – Present

Neighbourly.com

Responsibilities:

- Invited, welcomed and assisted new members
- Moderated the content, posts and replies
- Created a job group, Managed the group post

Key Achievements:

- Offered suggestions that were considered and worked on

Issuing Officer

Aug 2014 - Sep 2014

The Electoral Commission

Responsibilities:

- Securely issued ordinary votes to the voters
- Demonstrated a high standard of courteous and friendly customer service and support
- Completed the reconciliation and counting of the votes
- Effectively dealt with voters from many cultures and backgrounds
- Helped in the setting up and packing up of the polling place
- Played a key role in the secure packing up of votes

Key Achievements:

- Built strong connections with voters to boost their confidence in the election system
- Frequently appreciated by voters for providing a friendly service
- Successfully demonstrated strong ability to work autonomously

Web Content Developer

Apr 2011 – Feb 2012

YgoY.com

Responsibilities:

- Searched and analyzed high ranking keywords through Google Adwords
- Created researched, creative, SEO-optimized web content
- Published the work online
- Managed daily work record on spreadsheets
- Analyzed the guest views on the appointed channel through Google Analytics

Key Achievements:

- Exceeded the monthly target of 120 articles
- Handled the channels of writers who were on leave
- Increased the ranking of articles on Google, by employing techniques and ideas

Web Article Writer

Oct 2010 – Mar 2011

Freelancer.com

Responsibilities:

- Produced unique articles with a quality standard
- Proofread and edited articles written by others
- Met the assignment guidelines and deadlines
- Supervised a team of international writers
- Maintained all the details of clients and writers, and a record of their work

Key Achievements:

- Built long-term relationships with key clients
- Recruited, mentored and assisted new writers

Home Tutor

2010 – 11

Math, Science, Languages

Office and Work Assistant

2000 – 10

Wedding Services Business

EDUCATIONAL QUALIFICATION

Certificate in Money Management (NZQA Level 3) <i>Te Wananga O Aotearoa</i>	2015
Bachelor in Computer Science and IT (NZQA Level 7) <i>VIF College of Engineering and Technology</i>	2005-2009
Intermediate <i>St. Dominic's Junior College</i>	2003-2005

PROFESSIONAL TRAINING

New Kiwi Career Success Program <i>The Auckland Chamber of Commerce</i>	2014
Linguistic Proficiency Course in Spoken English & Communication Skills <i>IM Centre for Student Development</i>	2008
Impact Program for Personality Development <i>JNTU College of Fine Arts</i>	2007

HOBBIES AND INTERESTS

- Reading IT blogs
- Web browsing for creativity
- Community work

ACHIEVEMENTS

Published Author, 'New Beginnings' <i>Monster Fish Publishing, Puketapapa Local Board</i>	2015
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PERSONAL INFO

- New Zealand permanent resident
- In excellent health
- Non-smoker

VERBAL REFEREES

Available on request.

