

## **Abdul Haseeb**

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### **PERSONAL PROFILE**

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Detail oriented and adaptable professional, with a variety of experiences in administration, management, volunteering, community development, project management, graphics design, print and IT. Having developed excellent communication and customer service skills, I am confident and competent in the use of IT softwares, design sprints and project management. I am keen to develop myself in the ICT sector and am actively seeking to learn, train and build a career where I can continue to develop new skills and contribute positively to society.

### **TECHNICAL SKILLS PROFILE**

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- Applications:
  - Microsoft Office Suite (Word, Excel, PowerPoint, Outlook),
  - Adobe Illustrator, Photoshop, InDesign, Premier, Audition
- Programming Languages: CSS, HTML5, JavaScript
- Operating Systems: Windows 7, Windows 8, Windows 10, Mac OS
- Content Management Systems: Joomla and Wordpress
- Customer Relationship Management System: Salesforce
- Language skills: Fluent in spoken/written English, Arabic, Urdu and Hindi
- Excellent Communication Skills and Strong Customer Service Experience
- Well Organised with Solid Administration Skills

### **EDUCATION**

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10/2018– To date: **Software Development**

Code Institute, 1st Floor, Block 8 Blackrock Business Park, Carysfort Ave, Blackrock, Co Dublin.

Qualifications: Diploma in Software Development

Modules

- HTML, CSS, Javascript
- User Centric Front End Development
- Python, Django
- Data Centric Development

09/2004 – 07/2004: **Hotel and Catering Management**

Dublin Institute of Technology, Cathal Burgha Street, Dublin 1

Qualifications: **Diploma Hotel and Catering Management**

09/1999 – 07/2000: **Central Board of Secondary Education**

**Secondary School Examinations (equivalent to Leaving Certificate)**

## EMPLOYMENT HISTORY

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Dates: 09/2018 to date

**Job Title: Management Information Systems**

Merchants Quay Ireland, 24 Merchants Court, Merchants Quay, Dublin 8.

*Key Responsibilities:*

- Data management, including GDPR procedures, data entry, cleaning and analysis.
- Assisting Management in identifying report and analysis requirements and structures.
- Implemented rules to comply with GDPR, organising staff training workshops on the use of Salesforce, GDPR and MS Office packages.

Dates: 09/2014 to 07/2018

**Job Title: Senior Print and Design Operative**

Reads Print and Design, Sandyford, Dublin 18

*Key Responsibilities:*

- From concept to design and print, I managed to design and print projects for clients.
- Tested and deployed various CRM applications to improve communications, project management, stocks and improved workflow.
- Promoted to senior position in 07/2016

Dates: 01/2012 to 08/2014

**Job Title: Projects Coordinator**

Dublin Welfare Society, 3 Station Street, Clongriffin, Dublin 13

*Key Responsibilities:*

- Coordinate fundraising campaigns, PR and events.
- Coordinate between funders, donors, community organisers, government and non-government agencies.
- Facilitated and implemented community based approach to decision making and development.

## ADDITIONAL ACHIEVEMENTS/INTERESTS

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- Completed Lean Six Sigma Green Belt - 2017
- Started a soup kitchen feeding over 200 individuals every Friday since mid 2016.
- Help setup several organisation and community centres (Dublin and Limerick).
- Full and clean Irish driving license.
- Hobbies include running, reading, IT and community related problem solving.
- Volunteered as a radio presenter, producer and researcher for Near90fm, Coolock in Dublin, between 2007-2009.
- Published own magazine – Irish Muslim Magazine – 2007-2010.
- Vast experience in organising and facilitating workshops, seminars and conferences.
- Currently training to be a Facilitator @TheLadderIO in Dublin.

**REFERENCES AVAILABLE UPON REQUEST**