



Umer Sikandar

S/O – Sikandar Mehmood

1/07/1998

Address	Voice	E-Mail
Present: Naveena Industries Shahbazpur road, Rahim yar Khan Permanent: Park View Society H No. 377 Topaz block, Thokar Niaz Baig ,Lahore	+92-334-7322437 +92-309-3559069	umersik98@gmail.com

ACADEMIC QUALIFICATION:

Qualification	Institution	Year
Bachelor Studies of Information Technology . (131) Credit Hours	Khwaja Fareed University of Engineering and Information Technology, Rahim Yar khan	2018-2022 (Completed)
Intermediate in Science (F. Sc pre Engg)	Punjab Group of Colleges, Rahim Yar khan	2015-2017

CORE COMPETENCIES:

- Motivated Team Player with extraordinary capabilities to resolve complex issues.
- Follow Direction Well.
- Excellent communication skills: English, Urdu, and Punjabi.
- Can Prove to be a responsible and Diligent Employee.

Experience:

Title: Search Engine Optimization (Team Lead)

Company: Quality Resources PVT LTD

Working Experience

1. SEO Expert, Optimization of Keywords on Google 1st page.
2. Schema Markup,
3. On Page & Off Page Analysis,
4. Force fully Indexing
5. Understanding of Google Algorithm to get ranking.
6. Domain Niche (Handyman Services, Real Estate, Transportation, Health, Junk)
7. Hand grip on Google Search Console, Google Analytics and Page speed Optimization
8. Understanding of SiteMap and crawler crawling path
9. Robot.txt Understanding and modify according to domain crawler

Tools: Ahref Pro & Moz Pro

Duration: August, 2022 - Present

Internship:

Title: Technology and Operations Executive

Company: Ufone

Experience: Working on the Configurations, Get the knowledge of IVR Backend, Call flow, and Get Knowledge of different BPOs CRMs.

(Certificate Attached)

Mini Project and Work Experience:

During my Studies I develop and work on a few projects.

<p>Title: Intern in UFONE as a Technology and Operations Executive.</p> <p>Working: Working on the Configurations, Get the knowledge of IVR Backend, Call flow, and Knowledge of different BPOs CRMs.</p> <p>(Certificate Attached)</p>	<p>Title: SEO & Web Development</p> <p>Working Level: Develop website from scratch, Create Business Enterprise, Commercial, SAAS and E- Commerce websites.</p> <p>Knowledge of Shopify framework also.</p> <p>Also Knowledge of DataBase Handling, Back End C- Panel, and End User.</p> <p>SEO: SiteMap Set to GSC, Target KW, Optimize to stand on 1st page, Force Indexing to Get Traffic. Spam Update Notice and Recovery.</p> <p>Google News Algorithm hack and approve.</p> <p>Working period: 5 years and Cont..</p>
<p>Title: Restaurant/General store Management Software</p> <p>Language: Object Oriented Programming.</p> <p>UI: CMD</p> <p>Operating systems used: XP , Win 8 and Win 10</p>	<p>Working on Microsoft SQL Server For handling and creation of Database Server: KFUEIT</p>
<p>Title: Develop Automated Complaint Portal for University Working Level: Working on the FrameWork of PHP (Laravel), My SQL, jQuery, CSS, and HTML.</p> <p>Working Period: 1 Year.</p>	<p>Title: Online Management System (Web</p> <p>Domain: Local Server (Xampp)</p> <p>Language: Front end: CSS, JAVA</p> <p>Backend: PHP</p> <p>This software can be used both Online/Offline</p>
<p>Title: My ERP (Enterprise Resources Plans)</p> <p>Company: Naveena Industries PVT.LTD Domain: Naveena.net</p> <p>Sales Inventory, Items I/O, Staff Online/ Offline status</p>	

Skills

- MS Office (Word, PowerPoint, Excel).....4 Years
- CSS.....1 Year
- HTML.....1 Year
- SQL
- Data Entry
- SEO & SEO Marketing..... 5 Years
- Google Analyst (Monetization, Ads and Campaign)...4 Years
- Customer Support Services.....2 Years
- ERP and SAP.....2 Years

My Objective:

- To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.
- Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.
- Work as a Team Lead or Team Member
- Always thinking about company growth and Profit.

