Hafiz Muhammad Ahmed Raza

SOFTWARE ENGINEER

Personal details

👤 Hafiz Muhammad Ahmed Raza

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🏠 House # 349, G.A Shah Noorani Colony, Liaquatabad Karachi Karachi

Skills

WORDPRESS	●●●●○
PAGE BUILDERS (DIVI, AVADA , ELEMENTOR)	●●●●○
HTML	●●●○○
CSS	●●●○○
JAVASCRIPT	●●○○○
CANVA	●●●●○
MS OFFICE	●●●○○
JIRA (MANAGEMENT TOOL)	●○○○○
CLIMAX SUITE (LOGISTIC SOFTWARE)	●●●○○
JAVA	●●○○○
SQL (DATABASE)	●●●●○
IT MANAGEMENT	●●●●○

Profile

Experienced professional seeking a dynamic role that utilizes my administrative expertise, financial management skills, and technical proficiency to contribute to organizational success and operational efficiency.

Education

Bachelor of Engineering (SOFTWARE ENGINEERING)   Jun 2023
Indus University

Intermediate   2016
Karachi Board

Matriculation   2014
Karachi Board

Employment

WORDPRESS DEVELOPER & IT(INTERN)   Mar 2023 - May 2024
PAKISH HOSTING
WordPress Development
• Installed and configured WordPress CMS using cPanel and Softaculous.
• Created and customized themes according to client requirements.
• Developed responsive, SEO-optimized websites from scratch.
• Built pages using Elementor, Divi, and Avada.
• Integrated WooCommerce for eCommerce stores (checkout, shipping, payment gateways).
• Optimized website speed, performance, and security.
• Managed backups, migrations, and plugin updates for multiple clients.

IT Management
• Handled IT equipment setup, maintenance, and troubleshooting.
• Resolved technical issues for systems, laptops, and network devices.
• Managed hardware and software purchasing and installation.
• Ensured system reliability, data protection, and performance

EXPORT DOCUMENTATION   Jun 2024 - Jun 2025
THE PORTLAND SYSTEMS
Documentation & Compliance • Prepared complete export documentation, including Commercial Invoices, Packing Lists, Bill of Lading (BL) drafts, and Chamber of Commerce certificates. • Accurately formatted and reviewed Bills of Lading for submission to shipping lines, ensuring compliance with customer instructions and Letter of Credit (LC) terms.

Client & Shipping Coordination • Served as the main point of contact with clients for end-to-end export shipment processing. • Liaised with major shipping lines to coordinate BL issuance and track vessel schedules.

Certification & Regulatory Handling • Coordinated with the Department of Plant Protection (DPP) to obtain Phytosanitary and fumigation certificates for agro-based shipments.

Languages

Urdu

English

Financial & Record Management • Generated client invoices and maintained internal billing records. • Documented and managed service charges, port handling.

QUALITY CHECKER   Mar 2016 - Oct 2018
SOORTY ENTERPRISES

Quality Inspection
• Inspected garments and finished products to ensure quality standards.
• Reported defects and coordinated corrective actions with supervisors.

Production Oversight
• Monitored production lines to maintain consistent quality levels.
• Recorded inspection data and prepared daily quality reports.

Collaboration & Improvement
• Worked with the QA team to enhance inspection methods and maintain quality control consistency.