

# Abdul Hannan



## EDUCATION

- Matriculation in Computer Science
- Intermediate in Computer Science

## CERTIFICATE

- Digital Marketing from JUP INSTITUTE
- IT Essential from JDC
- CCTV Installation from SMIT

## Marketing- Skills

- Basic understanding of social media platform like facebook, instagram, and whatsapp for business promotion
- Able to create simple marketing posts and banners using free tools like canva.
- Using tools like Facebook Scheduler to plan posts in advance.
- Checking how many people liked, shared, or commented using tools like Facebook Insights.
- Familiar with using hashtags and caption to increase reach on social media
- Willing to learn and improve in areas like SEO, email marketing and paid ads

## LANGUAGE

- Urdu
- English

## Sales - Skills

- Respond to messages as soon as possible to keep customer interest.
- Share short and clear details about the product or service.
- Discuss prices or terms to reach an agreement both sides like.
- Pay attention to customer needs and concerns.
- Finding out what the customer really wants or needs.

## Others IT - Skills

- Downloading software, running installers, and removing unused apps.
- Skilled in internet navigation using browsers and performing effective searches on search engines.
- Creating PDFs, converting Word to PDF, compressing files, using online tools.
- Backing up data to USB or cloud, restoring deleted files from Recycle Bin or cloud history
- Skilled in setting up Analog and IP Cameras.
- Proficient in IP camera configurations, including passwords and IP addresses.
- Capable of setting up HVR and NVR systems with IP and password settings.
- Knowledgeable in working with Cat5e, Cat6, Cat7 cables and RJ45 connections.