



MENA Social Responsibility Platform

Top Freelancer

Connecting businesses ... with top freelancers

Add when possible

Changes are in Orange

Design Concept v14
www.top-freelancer.com

By Dr. Rachad Baroudi
16 April 2021



Home

No Japanese pictures

Build amazing teams, on demand.
Quickly assemble the teams you need, exactly when you need them.

We directly connect businesses seeking specialized
freelancers and experts, no strings attached.

We carefully check everybody before allowing them into our platform
to guarantee you'll be working with experts in their field of work.

Be your own boss ... say goodbye to boring work

70% of the
width of the
screen with
BIG WHITE
FONT

Get connected with top freelancers

Top Freelancer is a social responsibility platform for independent freelancers and consultants in the MENA region. We help businesses and project managers find the right freelancer, at the right time, at the right location, for the right project, and at no cost.

I NEED A FREELANCER

By clicking it goes
to "Freelancers"

I AM A FREELANCER

By clicking it goes
to sign up page

Bigger

Continued on next page



How it works

FOR BUSINESS

- Click on “**Freelancers**” and search for the best-fit freelancers for your project vacancies and contact them **directly**.
- Sign up and “**Post a new vacancy**” by entering vacancy requirements, interested and available freelancers will contact you **directly**.
- Receive instant “**eConsultation**” online from any freelancer as per your business requirements by booking them **directly**.

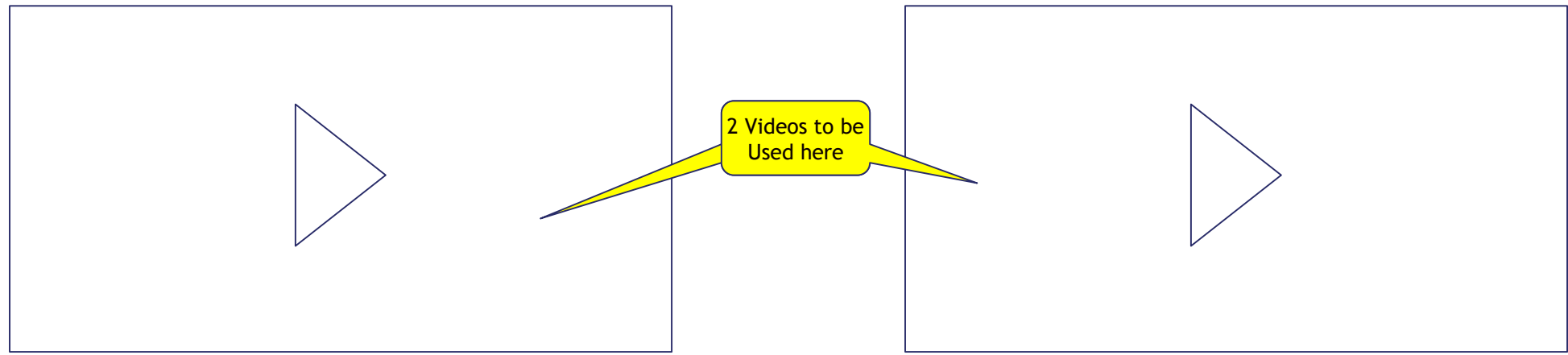
Bigger font

FOR FREELANCER

- Sign up and create your “**Freelancer Profile**” and upload your CV in minutes, interested businesses will contact you **directly**.
- Click on “**Vacancies**” and search for a vacancy that fit your expertise and requirements and contact the project manager **directly**.
- Provide instant “**eConsultation**” using zoom or another online conference platform to anyone and bill them **directly**.

New

New




[Home](#)

Freelancer

Discover the power of our social platform for on-demand freelancers

Bigger font

Don't get lost in world of talent and try to choose from a big pool of people. Select on-demand freelancer from a hand picked group of MENA consultants and industry experts that is assembled for your specific needs.



Need 3 new logos that match our colors set

Driven by Expertise

Directly contact and hire the game changer industry experts and freelancers in any sector for your short or long-term projects.



Pioneered by Technology

Self-manage external expertise requirements from a single free platform for all your projects, and rapidly access many qualified freelancers.



Bigger font

Relied on Platform Team

Our platform management team filter, select and approve the best freelancers and list them for you to choose from.



eConsultant

Get your instant “eConsultation” online from your favorite freelancer

Icon of
someone with
headset

Businesses are increasingly using online consultancy services then ever before. We provide instant or scheduled “eConsultation” with your favorite freelancers who are opting for this channel. For your short and urgent specific requirements identify and book your favorite on-demand freelancer today ...

Book eConsultation

Booking

Directly book your appointment with your favorite eConsultant by selecting your best date and time.



Conference

Use Zoom or other conference platform to effectively engage and talk with your eConsultant.



Payment

Easily pay your fees to your eConsultant directly using PayPal or other preferred payment channels.



Freelancer Profile

First Name *

Rachad

Last Name *

Baroudi

Email *

adad@qadadasdad.com

Email Confirmed

Photo *



Profile Summary *

800 Max Characters

Phone

971-50-3320-554

Country *

UAE

City *

Dubai

OK to Publish ☒

Profile Header *

LinkedIn Profile Link

Personal / Company Page Link

Upload Resume *



PDF & Max File 2 MB

Review Resume

Main Skills * (Key Words)

Separate using semicolon (;) | Max 10 Skills

Total Experience *

15 Years

Degree *

Master

Nationality *

Lebanon

Residency Visa *

UAE

1st Language *

Arabic

2nd Language

English

Availability *

3 Days/Week

Start Date *

Immediate

DD-MMM-YYYY

Work Station *

Remote

Travel Willingness *

50%

Hourly Rate (\$) *

Negotiable

In US \$

Publish Profile *

Yes

I am a professional:



Trainer



Consultant

Continued on next page

* Required Field

Auto loaded from
"My Account"

When hover or click
"To Change go to My Account Page"

Preview

Update

My Account
Freelancer Profile
Favorite Freelancers
Applied To Vacancies
Post New Vacancy
Posted Vacancies
Favorite Vacancies
eConsultant Booking
Logout

Auto loaded from
"My Account"

Change to update

Change to HOURLY rate



Continued from last page

eConsultation Booking Services

Update

☒ I would like to Participate in eConsultant Service

eConsultant

☒ Send my Zoom Personal link after a eConsultation booking

Zoom Personal Meeting Link

☒ Send my PayPal Personal link after a eConsultation delivery

PayPal Username or Email

eCounsultant Available Booking Schedule & Rate

Week Days:

Calendar

Daily Hours:

Hours

Time Zone:

GST +3 (Dubai)

Hourly Rate

100

In US \$

Weekend Days:

Calendar

Weekend Daily Hours:

Hours

My Account

Freelancer Profile
Favorite Freelancers
Applied To Vacancies
Post New Vacancy
Posted Vacancies
Favorite Vacancies
eConsultant Booking
Logout

Other Freelancer Information

Update

☒ I would like to receive posted vacancies by email

☒ I do have a business entity for my freelancing work

My Business Name



Search is done Based on
"Required Skills (Key words)" in
vacancy information

Viewed AFTER Login

Search Vacancies

Key Word (s)

Performance

Sort By

Years of Experience

For more results keep search broader

Post New Vacancy

Language

English

Country

UAE

City

Dubai

Nationality

Lebanon

Search

Reset

Location

Abu Dhabi
United Arab Emirates
Work Station: Onsite
Travel Required: 50%

Post Expires

06-May-2020

Apply

Strategy Consultant

Required skills, Required skills, Required skills, Required skills, Required skills,
Required skills, Required skills, Required skills, Required skills, Required skills,

Vacancy Requirements

Comments, Comments, Comments, Comments, Comments, Comments,
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Comments, Comments, Comments, Comments, Comments, Comments,
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Candidate

Min. Experience: 15 Years
Language: English & Arabic
Nationality: Lebanese

Payment

Day Rate: Negotiable
Delivery-Based
Flights: Paid
Hotel: Not Paid

Trainer

Consultant

Time

Start Date: 05-May-2020
Time Period: 10 Weeks
Min. Availability: 2 Days/week
Project Phase: Proposal Preparation

Contact

Rachad Baroudi
adad@qadadasdad.com
971-53-654-5454

Filled when
selected

Download More Vacancy Info

Viewed AFTER Login

Add the word MORE

For more results keep search broader

3 choices when click
-Outsider > Signup
-Insider/user > Apply
-Freelance exist > login

POP-UP Window (Auto)
Attached CV + profile link+
subject = vacancy title
Standard text (2-3 lines)

Continue by Scroll down for more records



Vacancy Information

Delete

Preview

Update

Vacancy Title *

Strategy Consultant

50 Max Characters

Publish Vacancy *

Yes

Post Expiry Date *

05-May-2020

DD-MMM-YY

Add More Vacancy Info.



PDF

Required Skills * (Key Words)

Vacancy Requirements *

My Account
[Freelancer Profile](#)
[Favorite Freelancers](#)
[Applied To Vacancies](#)
[Post New Vacancy](#)
[Posted Vacancies](#)
[Favorite Vacancies](#)
[eConsultant Booking](#)
[Logout](#)

Add the word MORE

Max 10 Skills

500 Max Characters

Candidate

Min Experience *

15 Years

Required 1st Language *

Arabic

Required 2nd Language

English

Nationality

Lebanon

Location

City *

Dubai

Country *

UAE

Work Station *

Remote

Travel Required

50%

Time

Start Date *

Immediate

DD-MMM-YYYY

Time Period *

10 Weeks

Min. Availability *

3 Days/Week

Project Phase: *

Proposal Preparation

New

Payment

Hourly Rate (\$) *

Negotiable

Negotiable

In US \$

Pay Type

Delivery-Based

Flights

Paid

Hotel

Not Paid

Contact

Name *

Rachad Baroudi

Email *

adad@qadadasdad.com

Phone

971-50-3320-554

Vacancy Highlight:



Trainer



Consultant

* Required Field



User Information

First Name *

Last Name *

Phone *

Country *

City *

Update

Auto loaded from
"My Account"

When hover or click
"To change go to My Account page"

Auto loaded from
"Sign Up"

Email

Current Email

New Email *

Email Confirmed

Re-enter New Email *

Update

My Account
Freelancer Profile
Favorite Freelancers
Applied To Vacancies
Post New Vacancy
Posted Vacancies
Favorite Vacancies
Logout

Password

Current Password

New Password *

Re-enter New Password *

Update



Applied Vacancies

Applied on 1 Jan 2021

Location

Abu Dhabi
United Arab Emirates
Work Station: Onsite
Travel Required: 50%

Post Expires

06-May-2020

Strategy Consultant

Required skills, Required skills, Required skills, Required skills, Required skills,
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Vacancy Requirements

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Hotel: Not Paid

Time

Start Date: 05-May-2020
Time Period: 10 Weeks
Min. Availability: 2 Days

Contact

Rachad
adad@
971-53

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Start Date: 05-May-2020
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Min. Availability: 2 Days/week

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adad@qadadasdad.com
971-53-654-5454

Download Vacancy Info.



Only Show
when a file
exist



Posted Vacancies

Posted on 1 Jan 2021

Location

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United Arab Emirates
Work Station: Onsite
Travel Required: 50%

Post Expires

06-May-2020

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when a file
exist



Favorite Vacancies

Posted on 1 Jan 2021

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Travel Required: 50%

Post Expires

06-May-2020

Delete

Strategy Consultant

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971-53-654-5454

Download Vacancy Info. 

Only Show
when a file
exist


[Home](#)
[Favorite Freelancer](#)

Rachad Baroudi



Abu Dhabi

United Arab Emirates

3d model design and assembly, rend ringing and features, content

In the course of the 40 months of my writing career, I have learnt a lot of different types of writing to well express the requirement or narration of the client or the topic. I have written on audio streaming platforms like SOUNDCLOUD for branding artis... In the course of the 40 months of my writing career, I have learnt a lot of different types of writing to well express the requirement or narration of the client or the topic. In the course of the 40 months of my writing career, I have learnt a lot of different types of writing to well express the requirement or narration of the client.

Filled when selected

Click to view Resume in pop up window & download

Trainer

Consultant

eConsultant

Resume

Message

Experience: 15 Years
Degree: Master
Nationality: Lebanese
Residency: UAE
Hourly Rate: Negotiable
Language: English; Arabic

Delete

My Account
Freelancer Profile
Favorite Freelancers
Applied To Vacancies
Post New Vacancy
Posted Vacancies
Favorite Vacancies
eConsultant Booking
Logout

Book eConsultation

Rachad Baroudi



Abu Dhabi

United Arab Emirates

3d model design and assembly, rend ringing and features, content

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Resume

Message

Experience: 15 Years
Degree: Master
Nationality: Lebanese
Residency: UAE
Hourly Rate: Negotiable
Language: English; Arabic

Delete

Available: 2 Days/week
Start Date: Immediate
Work Station: Onsite
Travel Willingness: 50%
sfdsdf@domain.com
971-50-3578-358

Book eConsultation



eConsultation Bookings

[eConsultant](#)

Name	Organization	Email	Phone	Date	Time	Duration	Status	Notes
Rachad Baroudi	KML	rbaroud@Hotmail.com	971503210357	30-01-2021	16:00	1 Hour	Completed	Connect with after 1 month

Manual Entry

- My Account
- Freelancer Profile
- Favorite Freelancers
- Applied To Vacancies
- Post New Vacancy
- Posted Vacancies
- Favorite Vacancies
- eConsultant Booking**
- Logout



Booking Information

Name *

Organization

Email *

Phone *

Select Date *

Calendar ▼

Select Time *

HH:MM

Planned Duration *

Hours ▼

Use 24 Hours Format

Note

Rate from Freelancer
Account Page

Notice: - This is a paid eConsultation with a hourly rate of \$x due after completion based on actual hours.

- Total charges will be billed by and paid directly to the eConsultant as per preferred channel.



I accept and confirm the above information



I am not a Robot

Book eConsultation Appointment

Email details to
Freelance + client

This is a POP-UP window
when people click "Book
eConsultation" button on
the Freelancer profile



Sign up using our 1 page in 5 minutes ... simple as 1,2,3

Find the right freelancer, at the right time, at the right location,
for the right project, and at no cost.

Many companies waste money, employing professionals
full-time while they need them part-time.

SIGN UP

First Name

Last Name

Email

Phone

Country

City

Password

Confirm Password



I Agree to the [Term of Use and Privacy Policy](#)



I am not a Robot



Remember Me

Sign Up

Already have a account? [Log In](#)

By clicking it goes to
"Freelancer Profile" page



Best companies hire our registered freelancers ...
for their most important projects

Registered freelancers in our international network embody
the highest levels of integrity, professionalism, and communication.

Our freelancers platform gives your business the power
to find the right person for any project in minutes.

ACCOUNT LOGIN

Email

Password



Remember Me



I am not a Robot

[Forgot Password](#)

Login

By clicking it goes to
"Dashboard" page



Many projects' implementations fail due to lack of right skills.

Freelancers can join our community in 5 minutes.

We assess, verify, and approve the application within 48 hours.

Forbes reported that 50% of the US workforce would be freelancing by 2027.

INVITE A FRIEND

Email

Email

Email



I am not a Robot

Send



Let us know how we can help you

Consultancy firms can access highly rated freelancers and ensure the right fit by freely viewing their profiles and resumes.

We aim to connect you with the top freelancers that have local experience, market understanding, and ability to get the job done.

Email us at info@top-freelancer.com or use the form below

Contact Us

Name *

Email *

Subject *

Inquiry *

* Required Field



I am not a Robot

Submit



Our freelancers offer flexible part-time and full-time engagements through remote and onsite work.

We connect your business to MENA freelancers community Who want nothing more than to help your business succeed.

Top Freelancer simplifies building your project team... by talking to potential freelancers directly with minimal time and effort.

OUR VISION

To be MENA's most used freelance social platform, by helping professionals utilizing their best skills while empowering businesses with top expertize.

OUR MISSION

Our social responsibility mission is to help businesses find the right freelancer, at the right time, at the right location, for the right project, and at no cost.

OUR VALUES

Integrity - Reliability - Creativity - Agility - Social Responsibility

OUR STORY

Top Freelancer was founded in 2020 by experts in manpower planning and management consulting.

Dr. Rachad Baroudi volunteered the past 22 years to allocate freelancers and talent to many businesses. He decided to take this task to an international level and in more optimized way.

Daoud Saadeddin has 20 years of website development, continuous improvement, operational excellence and performance management. He loves improving people lives and contributing to MENA society.

Together, they identified the opportunity to disrupt and modernize freelancer services and offerings, with a simplified FREE social platform, for anyone and everyone to quickly and easily benefit from connecting businesses ... with top freelancers



Dr. Rachad Baroudi

Delete pictures

Dr. Baroudi is a leading international consultant in the USA, Canada, and MENA region with 30-years of experience in manpower planning, strategic planning and performance management.

In MENA, he worked as an Executive Director with “Ernst & Young” and established EY Strategy Advisory practice in MENA region. He assisted 100+ public and private organizations in developing their strategy and performance management systems, including four national visions

In the USA, he worked in the private sector as a consultant for Small Business and Entrepreneurship Institute and as a head auditor for Holiday Inn Corporation, followed by aerospace industry, where he worked for world-leaders in this field, Aeroquip Corp. & Array Systems.

In Canada, he worked with Honda of Canada Manufacturing for 8 years by refining their manpower planning and performance capabilities.

He is the author of multiple publications, phone APP, and books such as “KPI Mega Library” and “Strategy: Planning and Execution from A to Z”

Daoud Saadeddin

Daoud is a management consultant with 21-years of experience in business process management and operational excellence.

He is a ASQ certified Lean Six Sigma Black Belt with a mission to improve business and operational processes through Six Sigma, Lean principles, and other operational excellence methodologies. He is an expert e-marketing, and online knowledge management.

He has implemented multiple CI and OPEX projects and delivered significant bottom-line benefits, including formulating and planning strategies, developing performance measurement platforms, conducting statistical and non-statistical analyses, and developing professional data analytics and dashboard reports.

He trained and coached thousand of professionals that improved organizational success in a high-culture learning environment. He is also concerned in connecting freelance professionals with businesses and project-based opportunities at all levels.



Will be developed later
By **Daoud Saadeddine**



USER DASHBOARD



ADMIN BACKSIDE

Registered Users

User Name ... etc

Email Confirmed

Registered Freelancers



Approved



Not Approved



Featured



Top Featured

Registered Vacancies



Approved



Not Approved



Featured



Top Featured



Support Information



TERMS & CONDITIONS

Your use of www.top-freelancer.com, will be subject to these terms and conditions and by registering and logging in you agree to be bound by them. Registered users must ensure that the registration details they provide are accurate. If you are accepted to join we will provide you with a log-on ID (such as a username and password or other identifier) as part of our security procedures. You must treat such information as confidential and must not reveal it to anyone else. You are responsible for all activities that occur under your log-on ID and must notify us immediately of any unauthorised use or other security breach of which you become aware. We reserve the right to disable any log-on ID, at any time, if in our opinion you have failed to comply with any of the provisions of these terms and conditions or if any details you provide for the purposes of registering prove to be false. We cannot guarantee the continuous, uninterrupted or error-free operability. There may be times when certain features, parts or content become unavailable (whether on a scheduled or unscheduled basis) or are modified, suspended or withdrawn by us, in our sole discretion, without notice to you. You agree that we will not be liable to you or to any third party for any unavailability, modification, suspension or withdrawal, or any features, parts or content. You may only use the Site in accordance with these terms and conditions. You may not reproduce content from www.top-freelancer.com on a computer screen, print and copy individual pages or other media, and, subject to the next section, store such pages in electronic form. You may only reproduce content from www.top-freelancer.com, that you have wholly created and have full copyright and intellectual rights to. Except to the extent expressly set out in these terms and conditions, you are not allowed to:

- Scrape content using an automated or manual tool
- Attempt to circumvent security or interfere with the proper working of www.top-freelancer.com,
- Create links to any other website which may cause harm or reputation damage to www.top-freelancer.com, its customers or affiliates
- Create links to any other website or embed content without prior written consent of the copyright holders and www.top-freelancer.com, In such scenarios, you will be liable for the copyright and intellectual property infringement. All intellectual property rights in any content in, www.top-freelancer.com, are owned by top-freelancer, except as expressly stated with written prior consent of www.top-freelancer.com, for intellectual property that is shared on www.top-freelancer.com, Content provided is on an advice only basis and www.top-freelancer.com, accept no liability for ANY damage caused by following said advise. We accept no liability for any loss or damage of any kind incurred as a result of you or anyone else using www.top-freelancer.com, or relying on any of its content. It is your responsibility to implement appropriate IT security safeguards (including anti-virus and other security checks). www.top-freelancer.com, provides no such guarantee of safeness or accept liability for any loss or damage of any kind incurred as a result of use. Content contribution is not moderated. It is your responsibility to extend your policy to any users you register or invite and accept full liability for any content they contribute. Nothing in these terms and conditions shall limit or exclude our liability to you for personal loss caused by our negligence or for fraudulent misrepresentation or any other liability that may not, under Lebanese law, be limited or excluded. Subject to this, in no event shall we be liable to you for any business losses. These terms and conditions shall be governed by Lebanese law, and you agree that any dispute between you and us regarding them will only be dealt with by the Lebanese courts. Nothing shall prevent us from bringing proceedings to protect our intellectual property rights before any competent court. A fair usage policy will apply for data stored and retrieved, more information can be requested from info@top-freelancer.com.



PRIVACY

This privacy policy is in addition to the terms and conditions above. Email address and chosen password details are used and stored for account authentication and authorization. We will not share this information with any third parties. To aid delivering an effective service, our web servers may also collect information about your journey such as time visited and browser used. We will not share this information with any third parties. Content provided by you will only be served to the public and www.top-freelancer.com visitors.

COOKIES

We only use cookies to identify you for purposes of authentication and authorisation. We use last only for the duration of your session and expire when you close your browser or 30 minutes of inactivity (unless explicitly requested to remember your login). Information that you submit to us via the Site is sent to and stored on secure servers located in the USA.



Top Freelancer



Top Freelancer

connecting businesses ... with top freelancers

Used Colours



Drop Field Contents

Language

English ▼

- Blank
- Arabic
- Dutch
- English
- French
- German
- Hindi
- Italian
- Portuguese
- Punjabi
- Spanish
- Urdu
-
- Akan
- Amharic
- Assamese
- Awadhi
- Azeri
- Baluchi
- Belorussian
- Bengali
- Bhojpuri
- Burmese
- Cantonese
- Cebuano
- Chinese
- Chittagonian
- Czech
- Fulani
- Greek
- Gujarati
- Hausa
- Hungarian
- Igbo
- Japanese
- Javanese
- Kannada

Sort By (Freelance Page)

Daily Rate ▼

- Years of Experience
- Daily Rate
- Availability
- Residency Visa
- eConsultant
- Consultant
- Trainers

Sort By (Vacancy Page)

Most Recent ▼

- Most Recent
- Most Relevant
- Consultants
- Trainers

Residency Visa
Country
Nationality

Lebanon ▼

- Blank
- Algeria
- Bahrain
- Egypt
- Iraq
- Jordan
- Kuwait
- Lebanon
- Libya
- Mauritania
- Morocco
- Oman
- Palestine
- Qatar
- Saudi Arabia
- Sudan
- Syria
- Tunisia
- Turkey
- UAE
- Yemen
-
- Afghanistan
- Albania
- Andorra
- Angola
- Antigua & Barbuda
- Argentina
- Armenia
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bangladesh
- Barbados
- Belarus
- Belgium

Planned Duration

2 Hours ▼

- 1 Hour
- 2 Hours
- 3 Hours
- 4 Hours
- 5 Hours
- 6 Hours
- 7 Hours
- 8 Hours
- 9 Hours
- 10 Hours

Status

Booked ▼

- Booked
- Canceled
- Delivered
- Billed
- Paid
- Refunded

Drop Field Contents - Data Entry

Total Experience	Degree	Min. Availability *	Start Date	Work Station	Publish Profile	Hourly Rate (\$)	Time Period *
15 Years ▼	Master ▼	3 Days/Week ▼	Immediate	Remote ▼	Yes ▼	Negotiable	10 Weeks ▼
DD-MMM-YYYY							
1 Year	Doctorate	7 Days/Week	Immediate	Onsite	Yes	Negotiable	1 Week
2 Years	Master	6 Days/Week	DD-MMM-YYYY	Remote	No	#	2 Weeks
3 Years	Bachelor	5 Days/Week		Onsite & Remote			3 Weeks
4 Years							4 Weeks
5 Years	Diploma	4 Days/Week					5 Weeks
6 Years	Certificate	3 Days/Week					6 Weeks
7 Years	High School	2 Days/Week					7 Weeks
8 Years	Other	1 Day/Week					8 Weeks
9 Years							9 Weeks
10 Years							10 Weeks
11 Years							11 Weeks
12 Years							12 Weeks
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30 Years							30 Weeks
31 Years							31 Weeks
32 Years							32 Weeks
33 Years							33 Weeks
34 Years							34 Weeks

Travel Required	Pay Type	Hotel	Project Phase
Travel Willingness?	Delivery-Based ▼	Flights	Awarded ▼
50% ▼		Paid ▼	
Blank	Blank	Blank	Proposal Preparation
0%	Delivery-Based	Paid	Project Awarded
25%	Time-Based	Not Paid	In Progress
50%			
75%			
100%			

Outgoing Freelancer Automated Emails:

- **Email Confirmation:** (page notice after registration by clicking on “Join As a Freelancer”)

Thank you for your registration with Top Freelancer platform.
Please click on the link below to email us to confirm your email address.
[Send an email to verify your email](#)

Email Body when clicking the above link:

”Dear Top Freelancer Team,
I just registered with Top Freelancer platform.
I am sending this email to confirm my email address

Best Regards”

- **Freelancer Profile Approval Confirmation:** (sent to freelancer after saving his profile for the FIRST time + approved by ADMIN)

“Dear x,
Welcome to Top Freelancer platform. We’re so happy to have you with us.
Your profile is impressive, approved by Top Freelancer team, and now live on our main page.
Feel free to update it as needed and to check our vacancy page [here](#) periodically.
To help other freelancers, we encourage you to post your project vacancies on our [vacancy page](#).
We wish you all the best...
Top Freelancer Team”

- **Email for Un-approved Freelancer:** (sent to freelancer after saving his profile for the first time + Not Approved by ADMIN)

“Dear x,
Thank you for submitting your profile to Top Freelancer platform. Given the nature of your experience, skills, or location, we would like to keep your details on file. We will contact you when our platform service scope is extended to include your skills type or location.
Best Regards,
Top Freelancer Team”

Outgoing Vacancy Automated Emails:

- **Email Confirmation:** (page notice after registration by clicking on “Join To Post Vacancies”)

Thank you for your registration with Top Freelancer platform.
Please click on the link below to email us to confirm your email address.

[Send an email to verify your email](#)

Email Body when clicking the above link:

”Dear Top Freelancer Team,
I just registered with Top Freelancer platform.
I am sending this email to confirm my email address

Best Regards”

- **Email Vacancy Confirmation:** (sent to poster after completing + saving his FIRST vacancy + approved by ADMIN)

Dear x,
Thank you for submitting your vacancy to Top Freelancer! We’re so happy to have you with us.
Your vacancy is approved by Top Freelancer team and live on our [vacancy page](#). Feel free to update it as needed.
Interested freelancers will contact you directly through your listed [contact information](#).
We thank you on behave of our freelance social community.

Best Regards

Top Freelancer Team”

Note: Changes to vacancies is possible up to 7 days after expiring date

- **Email for Un-approved Vacancy:** (sent to poster after saving his vacancy for the first time + UN-approved by ADMIN)

Dear x,
Thank you for submitting your vacancy to Top Freelancer platform. Given the details of your vacancy scope or location, we would like to inform you that it will not be posted. We will contact you when our platform vacancies scope is extended to include such vacancy type or location. Many thanks for your understanding.

Best Regards

Top Freelancer Team”

Other Requirements:

- Anyone can register as a freelance and can post a vacancy | Anyone can register and post a vacancy ... and can become a freelancer
- A freelance can “**Apply**” to a vacancy and all his/her info + CV will go automatically to the person email who posted the vacancy
- A user who post a vacancy can contact internally any freelancer by clicking on “**Message**”
- Need a SSL feature
- New Vacancy notifications to all freelancers (who wish to get the email) ... based on COMMON key words
- Backside stat on people applying to vacancies
- If Vacancy is expired Not allowed to make any change on It after 1 week of expiry day
- Create ADMIN dashboard + ADMIN backside to manage site
- Send an email to DAOUD + RACHAD each time a vacancy is posted or a freelancer is register
- **Add announcement (or newsletter) function to send to all registered users**
- **Give ADMIN full access to all site data**
- **Need an auto backup function (Min Weekly) + restore function just in case**
- **Add the “Featured” tick box for freelancers and vacancies (In ADMIN SCREEN)**
- **Add the “Approved” tick box for freelancers and vacancies (In ADMIN SCREEN)**
- **Create Google ads account**
- **Add “Home” to footer**



New in bold RED

 Top Freelancer

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 Top Freelancer

 Top Freelancer

 Top Freelancer

 Top Freelancer

 Top Freelancer

 Top Freelancer

 *Top Freelancer*

 Top Freelancer

 Top Freelancer

 Top Freelancer

 Top Freelancer

Selected