MUHAMMAD HASSAN

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EDUCATION

BBA (Honors), **Iqra University**   Jan 19- Dec 22

WORK EXPERIENCE

Metafrolic Labs (Previously Salsoft Technologies)   *June'23 till Present*
Content Writer and Coordinator

- Ensuring that all content complies with Wikipedia's notability and verifiability guidelines, including avoiding conflicts of interest and adhering to a neutral point of view.
- Composing compelling press releases that capture the essence of company news, product launches, events, or other significant announcements.
- Managing the submission process of articles and books, ensuring all materials meet publisher requirements and deadlines.
- Building and maintaining strong relationships with clients by delivering exceptional service and exceeding expectations.
- Implementing successful strategies, seeing chances for better project results and client satisfaction by providing extra services.

Salsoft Technologies   *April'22 till June'23*
Content Writer

- Wrote and crafted Wikipedia drafts adhering to the platform's guidelines.
- Generated Notability Assessment Reports to evaluate the suitability and significance of sources for Wikipedia.
- Produced engaging and high-quality blog posts and articles catering to the diverse preferences and requirements of international clients.
- *Conducted in-depth discussions with clients to understand project requirements, preferences, and feedback.*

Al-Karam Towel Industries   *Dec'19 till March'21*
HR Intern

- Facilitated the onboarding process by registering new employees' profiles on the system, ensuring accurate and up-to-date information about the employee.
- Managed laborers' overtime hours by maintaining records in the system, ensuring compliance with labor regulations and company policies.
- Maintained attendance and resolved issues regarding that.
- Conducted background checks on newly joined employees, including inquiries with past employers and conducting other related verification processes.

SOFTWARES AND SKILLS

- MS Office Suite
- Google Docs and Sheets
- Facebook Ads Manager & Business Suite
- Interpersonal Skills
- Communication Skills
- Stakeholder Management