Hello
I'm Abdul Hadi

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Skills

- **Programming:** Python, C++, HTML, CSS, SASS, JavaScript
- **Data Analysis:** Data cleaning, categorization, and visualization
- **Tools:** Microsoft Office Suite (Word, Excel, PowerPoint), Google Sheets, Jupyter Notebook
- **Communication:** Report writing, client presentations, and trend analysis
- **Typing Speed:** 75-80 WPM

Certificates

- **Google Career Certificates:** Data Analytics Professional
- **Dataquest.io:** Introduction to Python Programming for Data Science
- **Stanford University, DeepLearning.AI:** Supervised Machine Learning: Regression and Classification
- **Stanford University:** Introduction to Statistics
- **Stanford University:** Writing in the Sciences (with Honors)
- **Hashoo Foundation: Diploma in Hospitality:** Accommodations Operation and Services (Level II)

Experience

JUNE 2022–AUGUST 2022
InfoTech, Rawalpindi —*Data Entry Associate*

- Organized and categorized sales data for improved reporting efficiency.
- Conducted trend analysis to identify product popularity and recurring complaints.
- Generated actionable insights to support sales and marketing strategies.

OCTOBER 2019–MARCH 2020
Pearl Continental Hotel, Bhurban & Rawalpindi —*Guest Relation Officer*

- Managed reservations and guest relations to optimize customer satisfaction.
- Coordinated telephone exchanges and streamlined communication channels.

JUNE 2019–OCTOBER 2019
The Arena 3D & Raiha Cinegold Plex, Bahria Town —*Customer Relations Officer*

- Analysed customer preferences to recommend and schedule movie line-ups.
- Implemented marketing campaigns targeting schools and universities, boosting footfall.
- Prepared financial reports and ensured accuracy in daily transactions.

2017-PRESENT

Fiverr, Remote Work —*Freelance Content Creator*

- Delivered high-quality content for blogs, creative writing, content generation, and SEO-focused articles.
- Improved proficiency in English and Microsoft Office tools through hands-on work.

Education

Pearson Edexcel, London

Higher National Diploma in Computer Sciences (14 years Education)

Intermediate (HSSC I, II), Rawalpindi Board

Major Subjects: Sociology, Civics, Education

Matriculation (SSC I, II), Grammar School Rawalpindi

Major Subjects: Biology, Chemistry, Physics