



Haseeb K

IT Enthusiast

Contact

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About Me

Experienced in inventory management, stock tracking, and financial operations, I am proficient in MS Excel, SQL, and various IT tools to optimize business processes. With a creative and tech-savvy approach, I bring additional skills in graphic design, project management, and team coordination to enhance overall efficiency and productivity.

Skills

- Microsoft Office
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Power BI
- SQL
- Python
- Communication
- Adaptability

Education

- Yenepoya University, Mangalore**
Bachelor of Computer Applications
Jul 2024 - Present
- Senior Secondary Education**
HMS Higher Secondary School, Manjeri
Jul 2022 - Jul 2024

Experience

- Stock Manager and Cashier**
Pompano Seafood Restaurant, Manjeri
Jun 2024 - Nov 2024
Collaborated with a colleague to create a Google Sheet that automated daily and monthly stock, expense, and profit calculations. This initiative streamlined stock tracking processes, reducing errors and improving efficiency by 20%. Additionally, I prepared detailed daily and monthly financial reports to support informed decision-making.
- Technical Manager**
Riplex Marketing Agency, Online
Jun 2023 - Nov 2023
Automated campaign performance reporting using tools like Google Sheets and Excel, reducing manual work by 50%. Additionally, I designed Instagram posts to align with campaign goals, enhance brand visibility, and drive audience engagement.
- Freelance Graphic Designer**
Instagram: magictool.creative.hub
Jan 2021 - Oct 2024
Delivered custom graphic design solutions, including branding, social media posts, and marketing materials, to help clients enhance their visual identity. By collaborating closely with clients to understand their needs, I provided creative designs that aligned with their business goals, improving customer engagement and strengthening their market presence.

Certification and Courses

- Data Analysis with Spreadsheets and SQL**
Meta (Coursera)
Feb 2025
- Introduction to Data Analytics**
Meta (Coursera)
Jan 2025
- Introduction to Data Analysis using Microsoft Excel**
Coursera Project Network
Aug 2024
- Self-Learning:**
 - Advanced Excel techniques through online resources and practice.
 - Mastered design tools (e.g., Adobe Photoshop, Illustrator) via tutorials and projects.