Muhammad Idrees

Experienced Virtual Assistant in SPTC/PIA, skilled in client engagement, content creation, and admin tasks. BS Computer Science student with 10+ months in Laravel, HTML, CSS, JavaScript, Database, Git, SQL, Power-Bi, & Microsoft Office 365 Suite Ready to contribute to innovative projects in a fast-paced environment.

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in /idrees-khan-afridi

WORK EXPERIENCE

Virtual Assistant
Fire Safety Trading (Pvt) Ltd, Islamabad, Pakistan   *Apr 2024 - Oct 2024*

• Administrative tasks: Scheduling, email management, data entry, and customer support.
• Social media management: Posting updates, monitoring accounts, and engaging with followers.
• Content creation: Writing blogs, creating presentations, or designing graphics.
• Technical support: Website management, SEO tasks, or troubleshooting.
• Personal assistance: Booking travel, handling personal tasks, and managing personal calendars.

Virtual Assistant & Management
Zue Pvt Ltd, Karachi   *Jan 2024 - Apr 2024*

• Manage emails, respond to inquiries, and organize the inbox.
• Answer calls and direct them to the appropriate contact.
• Oversee new member onboarding (forms, fees, background checks).
• Coordinate with the Board for reference checks and final approval.
• Handle event scheduling, RSVPs, and flyer updates.
• Take minutes at President's meetings.
• Track leads in Excel and ensure follow-ups.
• Create designs on Canva and update marketing materials.

WEB DEVELOPER
Eden Spell Technology, Islamabad, Pakistan   *Oct 2023 - Jan 2024*

• Developed responsive web interfaces using HTML, CSS, Bootstrap, JavaScript and jQuery.
• Developed React.JS components to improve user interactivity and experience. Developed model-view-template architectures and managed URL routing for web projects.
• Architected robust RESTful APIs in PHP for seamless front-end and back-end communication. Developed custom console commands using advanced PHP Laravel features.
• Led implementation of Git version control for streamlined code management

SKILLS

Microsoft Office 365 Suite
Power-BI   MS-Word
MS-Excel
Database & SQL
GIT(Version & Control)
Programing , Coding

CERTIFICATES

BS Computer Science
The University of Agriculture, Peshawar, Pakistan Sept 2019 - Sept 2023

LANGUAGES

English
Urdu