



# MOHSIN RAZZAQ





WordPress Developer, Graphics Designer,  
Content writer and e-commerce expert

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. Seeking to get a career-oriented job in a professional Environment that offers utilization of my skills and provide learning opportunities to satisfy my thirst for more knowledge. My skills set include WordPress development and management, graphics designing, content writing, E-Commerce and WooCommerce expert.

## GET IN TOUCH

-  (92) 323-4974645 – (92)333-6336483
-  [mohsinrazzaq25@gmail.com](mailto:mohsinrazzaq25@gmail.com)
-  Flexworld opposite Fatima plaza, chishtian, Pakistan
-  [www.mohsinrazzaqhere.tk](http://www.mohsinrazzaqhere.tk)
-  <https://github.com/mohsinrazzaq>

## SOCIAL MEDIA

-  [www.linkedin.com/in/mohsin-razzaq-b45b7611a/](https://www.linkedin.com/in/mohsin-razzaq-b45b7611a/)
-  [instagram.com/mohsin.razzaq/](https://www.instagram.com/mohsin.razzaq/)
-  [twitter.com/MohsinRazzaq](https://twitter.com/MohsinRazzaq)
-  [facebook.com/mhsn.mgl](https://www.facebook.com/mhsn.mgl)

## LANGUAGES

ENGLISH ● ● ● ● ●  
URDU ● ● ● ● ●  
PUNJABI ● ● ● ● ●

## EDUCATION

### Masters in Information Technology

University of Education Township, Lahore (2015 – 2017)

### B.A in Computer Science

The Islamia University Bahawalpur (2013 – 2015)

### Intermediate

Punjab Group of Colleges (2011 – 2013)

### Matric

Divisional Public School (DPS) Chishtian (2009 – 2011)

## WORKING EXPERIENCE

### Graphics Designing

Flexworld, Chishtian · Dec 2019 – July 2020  
managing client proposals & working with clients, briefing and advising them with regard to **design** style, format, print production and timescales.

### Computer Operator

Adam Sugar Mills Limited, Chishtian · 2017 – 2019  
maintaining logbooks or records for job runs, ensuring network & servers are functioning properly & performing maintenance tasks such as checking for viruses, backing up data, upgrading software, and other basic maintenance.

### IT Support Specialist

Fiverr & Upwork · 2015 – Present  
Respond to customer inquiries and assist in troubleshooting and resolving challenges. Assist management in creating training materials pertaining to computer troubleshooting and usage. Providing different services e.g. digital marketing, content writing, database development and website development.

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## ADDITIONAL QUALIFICATION

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> **DIPLOMA OF IOSH**

Empower Institute of Professional Training, Lahore (2020)

> **SOCIAL MEDIA MARKETING**

UDEMY (Online Certification) (2019)

> **Diploma in Health and Safety management system (NEBOSH)**

Empower Institute of Professional Training, Lahore (2020)

> **Content writing**

UDEMY (Online Certification) (2021)

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## STRENGTH & DISTINCTIONS

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- > Efficient communication skills
- > Friendly and open Minded
- > Proficient in representing
- > Good in achieving given tasks
- > Efficient in Supervision
- > Committed and Dedicates to profession
- > Capable to work in Multicultural and Multi-ethnic environment
- > Strictly follower of Code and Conduct set by the institution

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## COMPUTER SKILLS & EXPERTISE

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- > Microsoft Office (MS WORD, MS EXCEL, MS Power-point)
  - > Adobe Dreamweaver
  - > Auto CAD
  - > GNS 3
  - > Visual Studio Code
  - > Oracle 11g database installation and administration
  - > MySQL Database Creation and maintenance
  - > Adobe Illustrator
  - > Adobe Photoshop
  - > Internet deep Browsing knowledge
  - > Windows XP,98,200, Windows 7,8,10, Linux and other software installation
  - > Hardware and software installation with Maintenance
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