

Abdulrehman



Headline

Data Entry Specialist | Web Admin Assistant | B2B Leads Gen | Product Lister & Hunter | Frontend Web Dev. | Manual Typist | Web Scraper | Canva Designer | Photoshop Editor | Content & Copy Writer

Contact

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MOON TECHNOLOGIES (Portfolio)

<https://moonrajpoot207.github.io/moontechnologies/index.html>

Summary

I specialize in **Data Entry**, Web Administration, and **Content Writing** with a knack for **Copywriting**. My expertise spans **Web Research**, and full **Product Listing** including (Editing, Research, Upload, and Publish) tasks. I excel in **B2B Lead Generation**, **Offline/Online Data Entry**, **Data Organization**, and **Digital Marketing**.

My skills extend to **Photo Editing** and various types of **Website Data Entry**. Proficient in **Manual Typing**, Website design, and **Web Development**, I bring experience in all stages of these processes. Learning quickly is my forte—I become proficient in new areas swiftly.

My toolset includes proficiency in **ChatGPT**, **Google Bard**, **MS Excel**, **MS Office**, **Google Docs**, **Google Sheets**, **Hunter**, **Promokit**, **Seamless**, **Apollo**, **Getemail**, **Gmail**, **LinkedIn**, **Facebook**, **Vs Code**, **Notepad ++**, **Google Chrome**, **Mozilla Firefox**, **VPNs**, **Fiverr**, **WordPress**, and photo editing tools like **Adobe PhotoShop**, **Canva**, and many other tools, including AI tools.

I also have some experience with **HTML5**, **CSS3**, **Webflow**, and **Elementor**, and I have a fluent knowledge of **Bootstrap**, and **Tailwind CSS**. Combined with effective communication and problem-solving skills, I am poised to be an excellent fit for any project or task. Let's collaborate and achieve great things!

Skill Highlights

Data Entry

- Data Entry Specialist
- WordPress Data Entry
- Shopify Data Entry
- Joomla Data Entry
- Online/Offline Data Entry
- Data Cleaning
- Data Organization

Digital Marketing

- Facebook
- LinkedIn
- Twitter
- Instagram

Leads Generation

- B2B Lead Generation
- Apollo
- Seamless
- Hunter
- LinkedIn
- Never Bounce
- Zero Bounce
- Cold Emailing

E-Commerce

- Product Listing & Hunting
- Product Description
- Product Keywords
- WordPress
- Joomla!
- Amazon
- Shopify

Content Writing

- Article Writing
- Web Content Writing
- Copywriting
- Resume & Cover Writing

Web Development

- HTML5
- CSS3
- JavaScript
- Bootstrap5
- Tailwind CSS
- Webflow
- Elementor
- Joomla Page Design
- Joomla Page Building

Languages

- English
- Urdu
- Punjabi
- Saraiki

Hobbies

- Coding
- Drawing
- Football
- Traveling
- Watching Movies
- Always Learning
- Content Creation
- Work Hard & Smart
- Continuous Learning
- Reading & Writing
- Technology Enthusiast
- Fitness and Well-being
- Social Media Management
- Discover New Techniques
- Data Analysis & Organization

My Projects

- <https://moonrajpoot207.github.io/moontechnologies/index.html>
- <https://my-personal-portfolio-98116.web.app>
- <https://moonrajpoot207.github.io/Rozgar/index.html>
- <https://moonrajpoot207.github.io/hishi/index.html>
- <https://moonrajpoot207.github.io/crypto9c19/index.html>
- <https://salon-app-f84fb.web.app/>
- <https://moon-food-c4818.web.app>
- <https://mdeveloper-af65b.web.app>
- <https://typing-speed-test-f4898.web.app>
- <https://my-animation-series.web.app>
- <https://moonrajpoot207.github.io/Moon-Accedmy/index.html>

Graphics Design

- Graphics & Editing
- Adobe Photoshop
- Canva

Others

- Web Research
- Copy/Paste
- Data Collection
- MS Excel
- MS Word
- OneNote
- Google Docs
- Google Sheets
- VS Code
- Fast Typing Speed
- Manual Typing
- Handling Multitasking
- Attention to Detail
- Time Management
- Accuracy
- Continuous Learning

Experience

Web Admin Assistant (Remote)

(NTOS- New Technology Online Solutions)
(August-2022/December-2023)

- Managed and maintained four websites (Skyline University, UniRanks, WHERS Conference, SchoolsMaster), ensuring seamless functionality.
- Enhanced brand representation by editing and uploading university logos.
- Conducted comprehensive web research and organized vast datasets.
- Authored humorous, unique, and SEO-friendly blog posts using GPT and Bard technology.
- Curated copyright-free and SEO-friendly images for websites and articles.
- Revitalized and customized Joomla! pages, created new pages from scratch.
- Ensured daily updates of website data for relevance and accuracy.
- Performed comprehensive data entry tasks on Joomla! to maintain data integrity.
- Monthly reviewed and analyzed social media accounts for websites and competitors and updated corresponding reports in Google Sheets.

Web Development Intern (Remote)

(Robust Agency)
(March-2022/June-2022)

- Demonstrated expertise in HTML5 and CSS3, creating templates and websites.
- I gained hands-on experience in WordPress theme development and customization.
- Collaborated with senior developers on customized code for diverse client needs.
- I also completed a small HTML5, CSS3, SASS, and JavaScript projects, demonstrating proficiency in these technologies.

Data Entry Specialist (Remote)

(Robust Agency)
(January-2021/December-2022)

- Enhanced product visibility and reach across multiple platforms.
- Wrote compelling case studies for website promotion.
- Crafted plagiarism-free, engaging product content.
- Tailored product descriptions to marketplace standards.
- Performed data entry and maintained records in MS Excel.

- Optimized older listings to boost sales and ratings.
- Created product listings for an e-commerce company.
- Developed SEO-optimized product descriptions with user-friendly layouts.

Data Entry Clerk

(The Horizon Schooling System)
(August-2020/March-2022)

- Handled exam administration and paper generation for all classes.
- Performed meticulous data entry with precision and accuracy.
- Implemented regular backups to safeguard valuable data.
- Responded promptly to data retrieval requests.
- Organized and sorted paperwork for efficient data management.
- Developed error-free spreadsheets with complex figures.
- Designed MS Word templates for various purposes.
- Verified data accuracy against source documents.
- Updated existing data with precision and attention to detail.
- Seamlessly transferred data from paper to digital formats.

Teaching

(The Horizon Schooling System)
(September-2017/March-2022)

- Instructed 6th to 10th-grade students in mathematics and science, ensuring academic growth.
- Cultivated a positive learning environment that fostered active participation and curiosity.
- Implemented diverse teaching methodologies to cater to various learning styles.
- Maintained effective classroom discipline, promoting academic success and personal development.
- Guided students through computer lab activities, enhancing their technological proficiency.

Education

Matric:

Gov.t Model High School Khanpur | 66%

Associate Mechanical Engineering:

Rahim Yar Khan college of technology | 76%

Bachelor AD (Lib & info Sci):

Allama Iqbal Open University | 67%