

Abdulrehman



Contact

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<https://my.indeed.com/p/p6ipo1x>

Languages

Urdu
Punjabi
English
Saraiki

Hobbies

- Writing
- Sketching
- Studying
- Designing
- Thinking about new & Unique things
- Coding
- Always Working
- Football
- Drawing

My Projects

- <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://grade-calculating.web.app>
- <https://quiz-app-10e7a.web.app>
- <https://image-slider-e778a.web.app>
- <https://translator-2351c.web.app>
- <https://moonrajpoot207.github.io/Moon-Accedmy/index.html>

Summary

Specializing in **Data Entry, Admin Assistant, Product Listing, Product Research, B2B Lead Generation, Web Research, Email List Building, Photo Editing, Data Entry on Websites, Copywriting, Manual Typing, Website Designing, & Web Development.** I am experienced with all stages of **Data Entry, Products, Web Research,** and **Web Development.** My learning ability is swift. When I start learning about anything, I learn very quickly. I am an expert in **MS Excel, MS Word, Google, Photoshop, Google Sheets, Email Hunter, H-Suppertools, Gmail, Linkedin, Facebook, Vs Code, Notepad ++, Google Chrome, Mozilla Firefox, VPNs, Fiverr, WordPress, HTML5, CSS3** and have fluent knowledge of **Bootstrap5, Tailwind CSS, JavaScript, React.Js, Elementor, WebFlow,** and many other online/offline tools. Combined with my communication and problem-solving skills, I think I would be an excellent candidate for your Projects/Work. I did many projects by using my skills.

Skill Highlights

- | | |
|---|---|
| <ul style="list-style-type: none">• Data Entry• Photoshop Editing• WordPress Data Entry• Shopify Data Entry• MS Word• Copy/Paste• B2B Lead Generation• OneNote• Websites Data Entry• Fast Typing Speed• Handling Multitasking• Data Collection | <ul style="list-style-type: none">• Copywriting• Product Listing• Product Research• Web Research• MS Excel• Manual Typing• Email List Building• Google Sheets• Data Cleaning• Attention to Detail• Time Management• Accuracy |
|---|---|

Web Development

- | | |
|--|--|
| <ul style="list-style-type: none">• HTML5• JavaScript• BootStrap5• Tailwind CSS | <ul style="list-style-type: none">• CSS3• Webflow• React Js• SASS |
|--|--|

Experience

Data Entry Specialist (2 Years in Robust Agency)

- Experience as a Data Entry Specialist.
- Experience in Content Writing.
- Experience in Product Listing on the WordPress/Ecommerce Websites.
- Experience in Data Entry and maintaining the record in MS Excel.

Teaching (5 Years in the Horizon Schooling System)

- 4 Year Experience in teaching Subjects (Mathematics & Science)

Data Entry (2 Years in the Horizon Schooling System)

- Experience in making templates on MS word.
- Experience in Fast Typing and Making Paper Templates on MS Word.
- Experience in Put Entries and maintaining the record on MS Excel.

Web Development Intern (3 Months)

- Developed using CSS3, HTML5, Bootstrap5, Tailwind CSS, and JavaScript & React.Js to enhance functionality and user experience on the web pages.
- Worked with the senior developers to write code from scratch for clients.
- Have a practice on WordPress Theme and its customization.
- Have a Large practice in HTML5 and CSS3 and made many templates (Websites) from scratch.
- Also, a practice with BootStrap5, Tailwind CSS, and JavaScript & React.Js and made a small JS project.

Web Admin Assistant (Continue)

- Performing system monitoring.
- Set up and maintenance of databases.
- Determining web system specifications.
- Update product keywords and descriptions.
- Crop, edit, and clean images in bulk using Photoshop.
- Perform web promotions and handle web marketing and SEO.
- Manage, maintain, and administer Company Networks and Web Sites.
- Collaborate with designers to maintain clean interfaces and intuitive user experiences.

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%