🔗 **MoonTechnologies**
(Portfolio)

https://moonrajpoot207.github.io/moontechnologies/index.html Specialist

👤 Contact

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ℹ **Indeed:**
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📘 **Facebook:**
https://www.facebook.com/moonrajpoot686868/

🈂 Languages

- English – B1
- Urdu – A1
- Punjabi – A1
- Saraiki – B1

Abdul Rehman

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

📝 Summary

I'm Abdulrehman, and I specialize in Data Entry, Web Administration, and Content Writing, with a talent for Copywriting. I'm experienced in Web Research & Scrapping, and full Product Listing, including (Editing, Research, Uploading, and Publishing) tasks. I'm good at learning quickly.

I'm skilled in Photo Editing and various types of Web Data Entry tasks. Proficient in Manual Typing, Website designing, and Web Development, I have experience in all stages of these processes.

My toolset includes proficiency in MS Excel, MS Office, Google Docs, Google Sheets, WordPress, Shopify, Joomla!, Amazon, ChatGPT, Gemini, Gmail, LinkedIn, Facebook, Calendly, Google Calendar, MailChimp, Apollo, CloudHQ, Zoom, Slack, Teams, 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. Learning quickly is my strength. I become proficient with new skills swiftly.

♟ Skill Highlights

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

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

Digital Marketing
- Facebook
- LinkedIn
- Twitter
- Instagram

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

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

Web Development
- HTML5
- CSS3
- JavaScript
- BootStrap5
- Tailwind CSS
- Webflow
- Elementor
- Joomla Page Design

⚙ 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://moonrajpoot207.github.io/Rozgar/index.html
- ➢ https://moonrajpoot207.github.io/hishi/index.html
- ➢ https://moonrajpoot207.github.io/crypto9c19/index.html
- ➢ 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)

- • I handled four websites for this company.
- • I made the brand look better by adding and changing logos.
- • I researched on the web and organized information.
- • Wrote funny, unique, and SEO-friendly blog posts that are easy to find on search engines.
- • Found copyright-free images for websites and articles.
- • Customized Joomla! Pages and maintained daily updates.
- • Entered lots of data and checked data for accuracy on Joomla!
- • Monthly analyzed social media accounts and updated reports in Google Sheets.

Web Development Intern (Remote)

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

- • I built websites using HTML5, CSS3, and plain JavaScript.
- • I customized a WordPress theme for an e-commerce website.
- • I collaborated with senior developers to customize the client's website into a new design.
- • I created many small templates using HTML5, CSS3, Tailwind CSS, Bootstrap, and JavaScript.

Data Entry Specialist (Remote)

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

- • Made products more visible on different websites.
- • Wrote interesting content about products to advertise them on the website.
- • Wrote original and interesting content for products.
- • Made product descriptions fit the rules of different marketplaces.
- • Entered data and kept records in Microsoft Excel.
- • Improved old product listings to sell more and get better ratings.
- • Made new listings for products for an E-commerce Website.

Data Entry Clerk

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

- • Managed exams and made test papers for all classes.
- • Performed data entry carefully and accurately.

- Made regular backups to keep data safe.
- Responded quickly to requests for information.
- Sorted paperwork to manage data efficiently.
- Created error-free spreadsheets, even with complex numbers.
- Made MS Word templates for various uses.
- Verified data accuracy by comparing it to original documents.
- Updated data carefully and accurately.
- Smoothly transferred data from paper to computer.

Teaching

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

- Taught math and science subjects to students in grades 8 to 10, helping them improve.
- Created a happy classroom where students wanted to learn and ask questions.
- Used different ways of teaching to help all students learn better.
- Made sure the class behaved well so everyone could do their best.
- Helped students get better at using computers during lab activities.

🎓 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%