

EDUCATION

MBA

Jaipur National University

2018 - 2020

Bachelor of Computer Applications (BCA)

Jaipur National University

2015 - 2018

Secondary (X)

Patna Central School

(CBSE board)

Year of completion: 2012

Senior Secondary (XII)

Satyam International School

(CBSE board)

Year of completion: 2012

INTERNSHIPS

HR Trainee

Gargee Grand Hotel, Patna

Apr 2020 - Apr 2020

1. Worked on managing approximately 4-5 files per day for the entire staff of the hotel.
2. Resolved employee queries within a turnaround time (TAT) of an hour.

POSITIONS OF RESPONSIBILITY

Recruited a candidate after screening 100+ applications and successfully onboarded a content writing intern for my blog on the Internshala platform.

TRAININGS

Must Have Skills For Virtual Assistants

udemy, Online

Sep 2022 - Sep 2022

Topics Learned:

Calendar Management, Inbox Management, Social media maintenance, Expense Reporting, Research, Lead Generation, and Travel Management.

View Certificate: <https://www.udemy.com/certificate/UC-46952a76-dead-49d4-926d-f322dd25be18/>

Search Engine Optimization (SEO)

Yoast SEO Academy, Online

Nov 2021 - Present

Topics learned: (Yoast Certified)

1. Yoast Seo for WordPress
2. Yoast Keyword Research
3. Yoast Site Structure
4. Understanding Structured Data
5. Yoast Technical Seo
6. Yoast E-commerce Seo
7. Yoast Local Seo

Fundamentals Of Digital Marketing

Google, Online

Oct 2021 - Mar 2022

Topics Learned: Content Management, SEO, Social Media, Web Optimization.

View Certificate:

<https://drive.google.com/file/d/17Be1xnYogHrr6GL6CHFzQz0qXnOqwxB/view?usp=sharing>

Wordpress

Internshala Trainings, Online

May 2021 - Jul 2021

Topics learned: Getting Started with WordPress, WordPress and Elementor, Building Your Site, Publishing Your Site, Adding SEO and Security.

Smart Pro-eCommerce

APTECH, Bangalore

May 2017 - Oct 2017

Topics Learned:

Building Next Generation Websites, Managing Data using MySQL, Optimize web for search engines, Fundamental of e-Commerce, e-Commerce Implementation.

View Certificate:

https://drive.google.com/file/d/1BxZI8I9uPFO1Xm_dUsl-tde_s-5yY_hs/view?usp=sharing

Graphic Design + Web Development

Internet Academy, Bangalore

Aug 2015 - Nov 2015

Topics Learned: Adobe Photoshop, Adobe Illustrator, HTML-5, CSS-3, Javascript.

View Certificate:

<https://drive.google.com/file/d/1ByjdZLju99cs2dtNEGWr-5fuYfN87ez5/view?usp=sharing>

PROJECTS

Dynamic Website built with Crocoblock

Aug 2022 - Sep 2022

<https://curlisticdynamicwebsite.shaquib.com/>

Website Built with Elementor Pro

Aug 2021 - Sep 2021

<https://shaquib.com>

Blogging

Feb 2021 - Present

<https://lawnmowerlab.com>

I am doing affiliate marketing with this blog for the last 1.5 years and my blog is currently getting more than 1000 pageviews per month. And all this traffic is purely from search engine optimization and no paid ads had been run till now.

SKILLS

WordPress

Advanced

HTML

Advanced

Search Engine Optimization (SEO)

Intermediate

English Proficiency (Spoken)

Advanced

English Proficiency (Written)

Advanced

MS-Excel

Advanced

Google Analytics

Intermediate

MS-Office

Intermediate

Blogging

Intermediate

Search Engine Marketing (SEM)

Beginner

Google AdWords

Beginner

Operations

Beginner

CSS

Beginner

Social Media Marketing

Beginner

WORK SAMPLES

Other portfolio link

<https://seo.shaquib.com>

Blog link

<https://lawnmowerlab.com>