

## Contact

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www.linkedin.com/in/abdul-raheem-link-builder (LinkedIn)

## Top Skills

Search Engine Optimization (SEO)  
Off-Page SEO  
Link Building

## Languages

Urdu (Native or Bilingual)  
English (Professional Working)

## Certifications

Virtual Assistant  
Freelancing

# Abdul Raheem

OFF-Page SEO Specialist | Guest Post Outreach | Link Building Expert | Helping Clients in inbound Link Building.  
Lahore, Punjab, Pakistan

## Summary

I am a freelance SEO Outreach Specialist and Link Building Expert. I have 2 years of experience in Guest Blogging, Link Building, and SEO Manual Outreach I help clients from various industries enhance their online visibility and authority and rank higher on search engines through manual outreach and high-quality and relevant backlinks services, that deliver real value and effective results. My professional and white-hat link building techniques help you boost organic traffic and ensure your brand is discovered by the right audience.

I have partnered with many clients to help the success of their SEO backlink strategies and made them visible on Search Engine Rankings by providing high-quality guest posting and contextual link building services with the use of manual outreach.

I am passionate about creating and executing successful link building strategies and building long-term relationships with my clients.

In short, I am the perfect partner for businesses/brands looking to improve their search visibility and generate more revenue.

## What I can offer?

- ◆ SEO Manual Outreach
- ◆ Do follow Backlinks
- ◆ Relevant link-building
- ◆ High DA, PA Sites
- ◆ Permanent Backlinks
- ◆ High Domain Quality
- ◆ Brand Promotion
- ◆ White Hat Link Building
- ◆ Link Insertion / Niche Editing

Thank you once again for taking the time to view my profile. I eagerly anticipate the opportunity to work with you.

Sincerely,  
Abdul Raheem

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## Experience

### Upwork

#### Guest Blog Outreach and SEO Link Building Expert

July 2023 - Present (11 months)

For the past two years, I have been offering my services as a freelancer, focusing on guest posting, link building, and Guest Post Outreach. Through my expertise in these areas, I have provided valuable support to businesses and individuals in enhancing their online presence and driving organic traffic.

As a freelance link building expert, I am committed to delivering exceptional results and providing value to my clients.

Thank you :)

### ByteDance

#### Guest Post Outreach Agent

November 2023 - March 2024 (5 months)

Working with ByteDance (the company behind TikTok and CapCut) was a great experience. They're a big name in the tech world, so contributing to their Guest Post Outreach efforts was a great experience. I'm excited about the new collaboration opportunities across the globe.

### Estuary

#### SEO Link Builder

May 2023 - December 2023 (8 months)

Working with Estuary was a great experience. The team was supportive, and I enjoyed the challenge of outreach relevant sites to enhance their SEO strategy. Securing high-quality backlink opportunities was particularly satisfying, knowing that each link would contribute to Estuary's credibility and visibility.

Looking ahead, I am excited about the prospect of collaborating with Estuary again. The experience gained from our previous partnership has equipped me with valuable insights and strategies that I believe can further benefit their online presence. I eagerly anticipate future opportunities to contribute to Estuary's success and continue our positive working relationship.

**Bakhtawar Amin**

**Technical Support Assistant**

**December 2022 - July 2023 (8 months)**

**Lahore, Punjab, Pakistan**

As a Technical Support Assistant at Bakhtawar Amin Medical College, I provided essential technical assistance to students and staff, ensuring smooth operations and resolving technical issues promptly. Within this role, my responsibilities encompassed the following:

**Creating User Accounts in Office 365:** I efficiently created user accounts in Office 365, ensuring appropriate permissions and access levels were assigned based on user roles and responsibilities. This facilitated seamless collaboration and information sharing across the institution.

**Providing Technical Support:** I offered comprehensive technical support to students and staff, promptly addressing their inquiries and troubleshooting a wide range of hardware and network-related issues. By offering timely and effective solutions, I ensured uninterrupted access to essential IT resources.

**Diagnosing and Troubleshooting:** Utilizing my strong problem-solving skills, I diagnosed hardware and network issues, employing appropriate diagnostic tools and techniques. I then applied my technical expertise to effectively troubleshoot and resolve these issues, minimizing downtime and maximizing productivity.

**Researching and Identifying Solutions:** In cases where unique or complex technical challenges arose, I conducted thorough research to identify suitable solutions. This involved staying updated with the latest industry trends, exploring online resources, and consulting with colleagues and external experts.

In this role, I consistently demonstrated a customer-centric approach, delivering friendly and patient assistance to users. By combining my technical

expertise with effective communication skills, I fostered a positive and supportive environment for users seeking technical guidance.

## Nishat Chunian Group

### Payroll Assistant

November 2021 - May 2022 (7 months)

Lahore, Punjab, Pakistan

As a Payroll Assistant, I played a vital role in ensuring accurate and timely processing of employee payroll. Working closely with the HR and finance teams, my responsibilities encompassed a range of key duties:

**Excel Data Entry:** Demonstrating strong proficiency in Excel, I efficiently entered, validated, and maintained employee data. This meticulous data entry ensured the accuracy of payroll calculations.

**Reports Management:** Oversaw the preparation and management of payroll-related reports, such as salary summaries, tax deductions, and employee benefits. By maintaining accurate and up-to-date reports, I supported decision-making processes within the organization.

**Reports Filing:** Ensured proper filing and documentation of payroll reports and related documents, maintaining a well-organized and easily accessible filing system. This facilitated compliance with internal and external audit requirements.

**Data Entry in Company Software:** Utilizing specialized software, I accurately entered payroll data and validated its accuracy to ensure seamless integration with other systems. This increased efficiency and reduced manual errors.

**Error Monitoring:** Diligently monitored and reviewed payroll data for errors, discrepancies, and inconsistencies, promptly identifying and rectifying issues to ensure accurate payroll processing. This attention to detail minimized payroll-related discrepancies and disputes.

**Salary Sheet Management:** Assisted in the preparation and management of salary sheets, including calculating salaries, allowances, and deductions accurately. This contributed to the timely and accurate disbursement of employee salaries.

Throughout my tenure, I maintained a high level of professionalism, confidentiality, and accuracy in handling payroll-related tasks. By effectively managing data, generating comprehensive reports, and ensuring error-free payroll processing, I contributed to the smooth functioning of the payroll department at Nishat Chunian Ltd.

## Hashmat Public High Schools

### Computer Operator

March 2018 - August 2019 (1 year 6 months)

Lahore, Punjab, Pakistan

As a Computer Operator, I played a pivotal role in supporting the administrative and operational functions of the school. With a focus on ensuring efficient and accurate data management, my responsibilities encompassed a range of key tasks:

**Word Processing:** Demonstrating proficiency in word processing software, I efficiently prepared, edited, and formatted various documents, ensuring consistency and adherence to established guidelines.

**Excel Data Entry:** Leveraging advanced Excel skills, I meticulously entered, verified, and maintained large volumes of data, ensuring accuracy and integrity. This enabled streamlined reporting and analysis for informed decision-making.

**Composing:** Utilizing my keen eye for detail and strong communication skills, I composed clear and concise correspondence, including emails, memos, and official letters, maintaining a professional tone and adhering to organizational standards.

**Office Management:** Played an integral role in maintaining an organized and efficient office environment. This involved managing schedules, coordinating meetings and appointments, and ensuring timely completion of administrative tasks.

**Paperwork:** Diligently handled paperwork, including filing, scanning, and organizing important documents, ensuring easy retrieval and facilitating smooth operations across various departments.

Throughout my tenure, I consistently demonstrated a commitment to quality, accuracy, and efficiency in my work. By leveraging my technical expertise,

organizational skills, and attention to detail, I contributed to enhancing productivity and streamlining administrative processes within the school.

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## Education

Superior College

Bachelor's degree, Computer Science · (September 2020 - September 2024)