

PARVEZ KHAN

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WORK EXPERIENCE

Web and Social Media Developer - Pranic Healthcare LLC (UAE) Feb 2023 - present

1. Handling Backend of Amazon Seller Central.
2. Listing Product in Amazon Seller Central.
3. Handling the Backend of Noon and doing listing in Noon Seller Lab.
4. Filling the NIS sheet of Product List and Partner SKU on and mailed that sheet to Noon Seller Lap Executive for update on listing of our brand
5. Finding Keyword for products.
6. Handling the youtube channel of our company by doing upload the video on our channel editing the song on video.
7. knowledge Campaign creating Noon,Amazon, facebook.
8. Checking DA(Domain Authority) of domain and creating sheet of domains with there ratings and backinks

Executive - Warehouse Backoffice Work, Prime Commerce Ltd Sep 2021 - Feb 2022

- Maintaining Sell and Sales of product like Tv and Mobiles in Excel.
- Making IMEI List and Pivot Table of Data on Shipment.
- Making Document Shipper and Label of Shipment on MS Word.
- Printing Documents.

Xtreme Fiber Executive, Bharti Airtel Ltd May 2022 - Nov 2022

- Do Sales of Airtel Fiber Connection.
- Explaining Plans and Benefits to Customer and Do Online Booking and closing Lead Through Airtel Work Application.

EDUCATION

2023 Bachelor's of Information Technology at **Viva College of Arts, Commerce, Science.**

2016 Class 12th at SKC Stann Knowledge Campus Jr College

2013 Class 10th at New Cambridge high School

COURSES

- Ethical Hacking for Beginners – Simplilearn
- HTML – Sololearn
- Diploma in Ac & Ref – Kohinoor Technical Institute
- Mobile Repairing – Sparsh Technical Training Institute

SKILLS

Skills: HTML, CSS, JavaScript, SEO, WordPress, MySQL, C, C++,
MS Word, MS Excel, MS PowerPoint