



RAVEL EJAZ

“Computer Systems Engineer having significant experience in freelancing, Project Management and Business Analysis”



R-11, SUPARCO SOCIETY
NEAR GULSHAN-E-MAYMAR
KARACHI, 75340



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Experience

1. CRYSTALLITE PVT LTD.

Title: **Business Analyst**

Time Period: Oct 2020 – Present

Job Description: As a Business Analyst at

Crystallite Pvt Ltd, my responsibilities are to:

- Manage international sales
- Handle clients
- Gather and Understand Requirements
- Track the Progress and Update accordingly
- Prepare Proposals

2. UZ DEVELOPERS

Title: **Business Analyst**

Time Period: Feb 2020 – Sept 2020

Job Description: As a Business Analyst, my responsibilities were to:

- Win and handle projects for company.
- Maintain strong communication between the production team and stakeholders.
- Manage Projects on Trello (Project Management Tool)
- Conduct meetings with clients.
- Deal with customers and their requirements remotely.
- Understand industry behavior and latest tools.
- Analyze existing product portfolio.

2. CLOSET

Title: **WordPress Development Intern**

Time Period: 2 Months

Job Description: As a WordPress Development Intern at Closet, my responsibilities were to:

- Optimize Company Website using concepts of Search Engine Optimization
- Suggest ways to improve Website design



- Troubleshoot errors that existed within the website.
- Perform customization in the Website
- Upload Products on the Website

2. INTERNS PAKISTAN

Title: Front End Development Intern

Time Period: 1-month (05-08-2019 to 08-09-2019)

Job Description: It was an Online Internship that gave me an opportunity to:

- Clear Concepts of HTML, CSS, JAVASCRIPT and PHP.
- Learn WordPress from Scratch
- Develop Front End Application on WordPress.

3. FREELANCING Fiverr

Title: Level One Seller

Time Period: December 2019 till Present Job

Description: As freelancer at Fiverr I:

- Create Web Applications for International Clients.
- Compose blogs, affiliate articles, technical writing and product description.
- Create Presentations and reports for companies and individuals.
- Solve technical problems of my clients



4. **Upwork**

Title: **Rising Talent**

Time Period: July 2020 till Present

Job Description: As freelancer at Upwork I:

- Create WordPress Websites for International Clients.
- Compose blogs, affiliate articles, technical writing and product description.
- Create Presentations and reports for companies and individuals.
- Solve technical problems of my clients

Education

B. E (Computer Systems Engineering)

- NED University of Engineering and Technology
- Fresh Graduate (3.109 CGPA)

Main Courses:

1. Computer Programming
2. Object Oriented Programming
3. Database Management System
4. Software Engineering



5. Entrepreneurship for Computer Engineers
6. Project Management

Side Courses Completed:

1. Freelancing from Digiskills
2. Search Engine Optimization from Digiskills
3. Internet of Things (IOT) from CISCO Academy
4. HTML, CSS, JavaScript, PHP, MySQL from SOLOLEARN.
5. Introduction to Project Management from Coursera
6. Initiating and Planning Projects from Coursera
7. Programming Essentials in Python

Rewards and Accomplishments

- Completed +60 Projects on Fiverr so far, with all positive reviews.
- Won a project worth \$4250 for my company.
- Hosted meetings with international clients.
- Received appreciation from Interns Pakistan
<https://interns.pk/ravel-ejaz-story-interns-alumni/>

Knowledge and Interests:

- Project Management
- Business Analyst



- Technical Writing
- Product Analysis
- Communication and Presentation

Skills and Strengths:

- Proficient in communication and Interpersonal skills
- Possess strong analytical and decision-making skills.
- Can work independently as well as part of a team.
- Always ready to take new challenges and learn advanced skills.
- Organized and Responsible focused at meeting deadlines
- Excellent research and management skills.
- Can work under pressure and produce efficient results

Writing Portfolio:

<https://drive.google.com/drive/u/0/folders/15OT296s8zaYL7vgc7pPfO4muFP06i4Hv>

Fiverr Profile:

<https://www.fiverr.com/ravelezaz123>

Upwork Profile:

<https://www.upwork.com/fl/ravelezaz>

LinkedIn Profile:

<https://www.linkedin.com/in/ravel-ejaz-36a336194/>

References:

Available upon request



