

NOUMAN TAHIR

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SUMMARY

Analytical and detail-oriented professional with experience in coordinating to office assistant, Working as a WordPress expert and Search Engine Optimization. Adept at managing and streamlining administrative processes to reduce errors, improve accuracy and efficiency, and achieve organizational objectives.

HIGHLIGHTS

- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and managing, arranging, and coordinating executive calendars, travel, contacts, conference bridges, appointments, and luncheons/events.
- Web Management (Design, Development & HTML/CSS etc.)
- SEO (On-Page, Off-Page, Keyword & Content Optimization etc)

WORK HISTORY

Web & SEO Expert at Explore Logics, Lahore.

Nov 2018 - Aug 2019

- WordPress website development
- Develop on-site content, meta description, title & tags, keyword research
- Website Speed Optimization, Website Bug Fixing
- On-Page & Off-Page SEO
- Video Editing for YouTube Channel & SEO

Jr. WordPress Expert at eWebcraft, Lahore

Jan 2016 - Oct 2018

- Content Uploading using HTML/CSS
- On-Page & Off-Page SEO
- Assistant to HR
- Making Presentations on Excel & MS Word
- Assistant on web projects

Internship in Marketing Department at Shaukat Khanum Hospital, Lahore.

2014

- Working on Fundraising campaigns, Thank you call to donors.
- Collection of data & making reports using MS Word & Excel.
- Record Collection & managing in working sheets.
- Work as a Patient Care Officer

EDUCATION

BSc Computer Science, Punjab College Lahore.

- Subjects: Computer Science, Statistics & Math

ICS, Govt. College of Science, Lahore.

- Subjects: Computer Science, Statistics & Math

WEB & SEO PROJECTS

- www.beaconhousenewlands.net
- medico.com.pk
- bizevent.pk
- pdc movers.com
- www.kmdconsultants.com
- www.mapleedriving school.ca