

Waheed Ahmad

IT Administrator & Web Designer

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Visit Visa Valid till: 10 Sep 2019



BRIEF PROFILE:

Have extensive experience in Web Designing, Front End Developer as well as handling IT Function. Monitoring and maintaining computer systems and networks. Installing and configuring computer hardware operating systems and applications. Been involved in developing websites, especially in WordPress, Magento, Prestashop, PHP and HTML5. I am an effective team player known for my creativity and flexibility. Managing all SEO activities such as content strategy, link building and keyword strategy to increase rankings on all major search networks.

IT & WEB DEVELOPMENT SKILLS:

- Systems Installation and Configuration
- Technical Support
- System Administration
- Troubleshooting
- Database Design and Management
- Google AdWords
- Google Analytics
- Adobe Photoshop
- Attention to detail
- Web Designing
- Site Troubleshooting
- Search Engine Optimization (SEO)
- CRM & CMS Platforms
- WordPress
- Magneto
- E-commerce Management
- Problem-solving
- Good communication

PROFESSIONAL WORK EXPERIENCE:

Organization: Gamma Engineering Middle East
(Largest Cinema equipment supplier in Middle East)

Tenure: February 2016– March 2019

Designation: IT Administrator & Web Developer



Responsibilities:

- Install and configure computer hardware operating systems and applications.
- Troubleshoot system and network problems, diagnosing and solving hardware or software.
- Planning the appropriate system needs of a company.
- Planning the appropriate system needs of a company.
- Set up new users' accounts and profiles and deal with password issues.
- Update system as soon as new version of OS and application software comes out.
- Talk staff through a series of actions, to help set up systems or resolve issues.
- Responsible for Design, develop and improve websites.
- Manages all SEM campaigns on Google in order to maximize ROI.
- Designing, coding and modifying websites, from layout to function and according to a specifications.
- Generate, edit, publish and share daily content (original text, images, video or HTML) that in builds meaningful connections.

Organization:**Solar Force Systems L.L.C**

(Well Reputed IT Solutions Company in Dubai)

**Tenure:**

September 2014 – December 2016

Designation:

IT Support Engineer & Web Developer

Responsibilities:

- Troubleshooting system and network problems by diagnosing and solving hardware or software faults.
- Create website layout/user interface by using Wordpress platform.
- Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging and audience identification.
- Set up and optimize company pages within each platform to increase the visibility of company's social content.
- Manages all SEM campaigns on Google in order to maximize ROI.
- Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections.
- Setting up new user's accounts, profiles and dealing with password issues.
- Integrate data from various back-end services and databases.
- Be responsible for maintaining, expanding, and scaling our site.

ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Web and Graphics Designing	University Of the Punjab	2014
Intermediate of Computer Science	Board of Intermediate Education, Lahore	2012

CERTIFICATION/ ADDITIONAL SKILLS:

- **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
- **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)

PERSONAL INFORMATION:

Father's Name : Abdul Qayyum
Date of Birth : 26 February 1990
Passport No : MG1157473
Nationality : Pakistani

REFERENCE:

Reference will be furnished on demand.