

Abdulrehman



Contact

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Languages

- Urdu
- Punjabi
- English
- Saraiki

Hobbies

- Writing
- Sketching
- Studying
- Designing
- Thinking about new & Unique things
- Coding
- Always Working
- Football
- Drawing

My Projects

- <https://moonrajpoot207.github.io/moontechnologies/index.html>
- <https://my-personal-portfolio-98116.web.app>
- <https://moonrajpoot207.github.io/Rozgar/index.html>
- <https://moonrajpoot207.github.io/hishi/index.html>
- <https://moonrajpoot207.github.io/crypto9c19/index.html>
- <https://salon-app-f84fb.web.app/>
- <https://moon-food-c4818.web.app>
- <https://mdeveloper-af65b.web.app>
- <https://typing-speed-test-f4898.web.app>
- <https://my-animation-series.web.app>
- <https://grade-calculating.web.app>
- <https://quiz-app-10e7a.web.app>
- <https://image-slider-e778a.web.app>
- <https://translator-2351c.web.app>
- <https://moonrajpoot207.github.io/Moon-Accedmy/index.html>

MOON TECHNOLOGIES

<https://moonrajpoot207.github.io/moontechnologies/index.html>

Summary

Specializing in **Data Entry, Admin Assistant, Product Listing, Product Research, B2B Lead Generation, Web Research, Email List Building, Photo Editing, Data Entry on Websites, Copywriting, Manual Typing, Website Designing, & Web Development.** I am experienced with all stages of **Data Entry, Products, Web Research,** and **Web Development.** My learning ability is swift. When I start learning about anything, I learn very quickly. I am an expert in **MS Excel, MS Word, Google, Canva, Photoshop, Google Sheets, Email Hunter, H-Suppertools, Gmail, Linkedin, Facebook, Vs Code, Notepad ++, Google Chrome, Mozilla Firefox, VPNs, Fiverr, WordPress, HTML5, CSS3** and have fluent knowledge of **Bootstrap5, Tailwind CSS, JavaScript, React Js, Elementor, Joomla!, WebFlow,** and many other online/offline tools. Combined with my communication and problem-solving skills, I think I would be an excellent candidate for your Projects/Work. I did many projects by using my skills.

Skill Highlights

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| <ul style="list-style-type: none">Data EntryPhotoshop EditingWordPress Data EntryShopify Data EntryMS WordCopy/PasteB2B Lead GenerationOneNoteWebsites Data EntryFast Typing SpeedHandling MultitaskingData CollectionJoomla Data Entry | <ul style="list-style-type: none">CopywritingProduct ListingProduct ResearchWeb ResearchMS ExcelManual TypingEmail List BuildingGoogle SheetsData CleaningAttention to DetailTime ManagementAccuracyCanva |
| <ul style="list-style-type: none">Web DevelopmentHTML5JavaScriptBootStrap5Tailwind CSSJoomla Page Design | <ul style="list-style-type: none">CSS3WebflowReact JsSASSJoomla Page Building |

Experience

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|--|-----------------------------------|
| Data Entry Specialist | (2 Years in Robust Agency) |
| <ul style="list-style-type: none">Increased product visibility.Wrote Case Studies for Websites.Added Plagiarism free content/description.Product description based on marketplace eligibility.Done data entry and maintain the record in MS Excel.Improved older listings to maximize sales and ratings.Worked for an e-commerce company and created listings for products.Wrote content to describe listings, optimize copy for online search, and create a streamlined layout.Added full product like title, description, short description, keywords, product image, images, variants, categories, and SEO. | |

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| Teaching | (5 Years in the Horizon Schooling System) |
| <ul style="list-style-type: none">Experienced in teaching subjects (Mathematics & Science)Maintained school discipline. | |

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| Data Entry Clerk | (2 Years in the Horizon Schooling System) |
| <ul style="list-style-type: none">Conducted and managed exams.Create and print papers for all classes.Type in data provided directly by customers.Performed regular backups to ensure data preservation.Retrieve data from the database or electronic files as requested.Sort and organize paperwork after entering data to ensure it is not lost.Created spreadsheets with large numbers of figures without mistakes.Make templates on MS Word for Notes, Papers, Summer Pack, Holidays, etc.Verify data by comparing it to source documents.Update existing data.Transferred data from paper formats into computer files or database systems using keyboards, data recorders, or optical scanners. | |

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| Web Development Intern | (3 Months) |
| <ul style="list-style-type: none">Developed using CSS3, HTML5, Bootstrap5, Tailwind CSS, and JavaScript & React Js to enhance functionality and user experience on the web pages.Worked with the senior developers to write code from scratch for clients.Have a practice on WordPress Theme and its customization.Have a Large practice in HTML5 and CSS3 and made many templates (Websites) from scratch.Also, a practice with BootStrap5, Tailwind CSS, and JavaScript & React Js and made a small JS project. | |

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| Web Admin Assistant | (Continue) |
| <ul style="list-style-type: none">Performing system monitoring.Set up and maintenance of databases.Build website using Joomla! Template.Determining web system specifications.Update product keywords and descriptions.Crop, edit, and clean images in bulk using Photoshop.Perform web promotions and handle web marketing and SEO.Manage, maintain, and administer Company Networks and Web Sites.Collaborate with designers to maintain clean interfaces and intuitive user experiences. | |

Education

Matric:
Gov.t Model High School Khanpur | 66%

Associate Mechanical Engineering:
Rahim Yar Khan college of technology | 76%

Bachelor AD (Lib & info Sci):
Allama Iqbal Open University | 67%