



MUHAMMAD SALMAN

Get in touch!

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Address:

D-8/7, Tipu Sultan Road, Manzoor
Colony, Karachi, Pakistan

Specializations

- Administration
- Microsoft Office
- Advance Data Entry
- Data Collection
- Web Scraping
- Data Mining
- Lead Generation
- Google Suite
- Photoshop
- Illustrator
- AfterEffects
- Story-boarding
- Social Media Management

Languages Spoken

Urdu
English

Work Experience

Data Processing Analyst

AUA Solutions | 2019 - 2021

Shahrah-e-Faisal, Karachi

LinkedIn lead generation, web scraping, data collection, using different tools to collect data. Maintain, clean, and insert data in excel as well as google sheets, data entry on daily basis, and Generate Reports.

Graphic Designer

Artistic Denim Mills | 2018 - 2019

Korangi Industrial Area, Karachi

Create original images for a range of printed and digital products, work closely with clients and the marketing team to turn ideas and printed media into inspiring illustrations.

Production Engineer (FM)

Mast FM 103 | 2017 - 2018

Shahrah-e-Faisal, Karachi

Panel operation, updating song libraries, generate ads, voice-over, graphics, and creation.

PA to the Director

Bills Inc. | 2016 - 2017

Korangi Industrial Area, Karachi

Maintaining office systems, including data management and filing, screening phone calls, inquiries, and requests, and handling them when appropriate, organizing and maintaining diaries and making appointments, etc.

Academic History

Islamia Govt. Arts and Commerce College

Intermediate Commerce | 2019

Board of Intermediate Education, Karachi

Arena Multimedia

2 Year Diploma in Graphic Designing | 2019

Park Avenue Building, Shahrah-e-Faisal, Karachi

Adobe Photoshop, Illustrator, AfterEffects, Audition, Portfolio, Typography Design, Video Editing, Digital Painting, etc.