**Amin Mohammad –**

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47a4a118/ |Address: D-3 Shah Nizar Apartment Garden East Karachi

**+ Education**

 2013 – 2016 Bachelor in software engineering

BAQAI INSTITUTE OF INFORMATION TECHNOLOGY

CGPA 3.56

 2011 – 2012 Intermediate

FATIMYAH COLLEGE

2nd Division

 2000 – 2010 SCHOOL

ST LAWRENCE BOYS SCHOOL KARACHI

1st Division

**+ Internship:**

**Sep ‘17 – dec’17 INTERNSHIP IN SEO:**

Company Name | <https://lalaniassociates.com.pk/>

* Work in off and on page

**+ PROFSESIONAL EXPERIENCE:**

**September ‘1- Business Development Executive:**

Company Name | <https://hashonecreatives.com/>

* Bidding over freelancer, Guru and upwork profiles
* Manage the project as well

**March ‘19 – Aug’ 31 Junior Freelancer Bidder:**

Company Name | <https://www.stallyons.com/>

* Knowledge related to Programming Languages
* Provide proposal to client
* Chats on WordPress e-commerce site
* Provide a reasonable amount of time period
* Provide costs to clients as well

**Magneto 2.3 https://www.kido.pk/**

* **Add products in Magneto 2.3 E-commerce site**
* **Know about configuration attributes and others as well**
* **Also making and scheduling post in Facebook (shop) as well**

**Sep ‘18 – Feb’19 Administrator**

Company Name |**AGA KHAN NATIONAL ARBITION BOARD KARACHI**

* Following standardized company procedures relating to all aspects of Office performance.
* Answering incoming calls in a professional manner.
* Maintaining suitable and sufficient office stationery levels.
* Establishing stationary requirements for the Office
* Competent on all Microsoft Office program
* Strong work ethic; self-starter; results orientated.

• Active team member with self-drive and motivation.

• Possessing knowledge of all relevant software

**Jan ‘18 – AUG’18 Junior Digital Marketing Executive and (SEO)**

Company Name | <https://lalaniassociates.com.pk/>

**ON Page:**

* TITLE TAGS

### ALT TEXT FOR IMAGES

### INTERNAL LINKING

### meta Description

### site map

### **Keywords analyze**

**OFF Page:**

* [**Link Building**](https://www.reliablesoft.net/link-building-techniques/)
* Social Media Marketing
* Social bookmarking
* **Domain Authority**

**NETWORKING:**

* Manage email, spam, and virus protection
* **Installation Windows Printers MS office Adobe PDF**
* Install server hardware and software infrastructure
* Ensure networks are running smoothly

** june ‘17 – Aug**  **MARKETING (CSR)**

Company Name | http://www.enomsoft.com/

* Promote social media pages
* Public client relationship
* Promote products to customer
* Solved queries related to customer

** FEB. ‘17 – June Data Entry Operator**

* Enter customer datain software

**Aug ‘16 – dec’16 Cashier**

Company Name |Garden Super Market

* + - * Scan goods and ensure pricing is accurate
      * Collect payments whether in cash or credit
      * Resolve customer complaints, guide them and provide relevant information
      * Greet customers when entering or leaving the store

**+ Certification**

**** 2012 attending a seminar related to power point presentation

**** 2010 school computer projects (ms office)

**** 2015 attending a session related to SEO

**+ Professional Skills**

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| --- |
| **** ms office  **social media** marketing ****data entry operator ****SEO  **** teaching |
|  | |