



# ASAD ULLAH

## SKILLS

### Web Development:

- HTML: Proficient in creating and structuring web pages using HTML5.
- CSS: Skilled in styling and customizing web pages with CSS3, including responsive design techniques.
- Graphic Designing: Familiar with graphic design tools like Adobe Photoshop and Illustrator, capable of creating visually appealing designs for digital and print media.

### Microsoft Office Suite:

- MS Excel: Proficient in using Excel for data analysis, formula calculations, and creating insightful charts and graphs.
- MS Word: Experienced in creating and formatting documents, reports, and other written content using Microsoft Word.

### Leadership:

- Strong leadership abilities: Demonstrated through effective team management, motivation, and fostering a collaborative work environment.
- Teamwork: Skilled in guiding and coordinating team members to achieve common goals.

## EXPERIENCE

### Virtual Assistant Daraz | [6-month]

- Provided exceptional virtual assistance to customers, ensuring high satisfaction levels.
- Managed inquiries, product-related questions, and order tracking across multiple channels.
- Collaborated with support teams to resolve escalated issues promptly and effectively.
- Maintained accurate records of interactions and contributed to process improvement.
- Assisted in order processing and logistics coordination.
- Received positive feedback for exceeding customer satisfaction goals.

### Project Leader - Active Citizenship Program

1 WEEK

British council active citizen program pakistan

- Led civic engagement project, driving community involvement and awareness.
- Mentored participants, fostering leadership and societal contributions.
- Formed key partnerships for expanded project reach.
- Analyzed outcomes, refining project effectiveness.
- Organized and managed a COVID-19 awareness campaign, providing crucial information to the community.
- Mentored participants, fostering leadership and societal contributions.
- Formed key partnerships for expanded project reach, including collaborations for the COVID-19 campaign.
- Analyzed outcomes, refining project effectiveness based on data insights.

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karachi sindh

## EDUCATION

### Matriculation:

COMPUTER SCIENCE QUAID E  
AZAM RANGERS SCHOOL &  
COLLAGE SYESTEM  
2019

### Intermediate:

PRE - ENGINEERING GOV  
DEGREE COLLAGE  
2021

### Bachelors :

Software Engineering Sindh  
Madressat-ul- Islam University  
1 semester - on Going

## LANGUAGE

English

Urdu

Sindhi