



# NADIR HUSSAIN

Freelancer and PHP | Graphic Designer | Full-Stack Web-Developer

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Experience: 4+ Years  
Nationality: Pakistani  
Marital:Single  
Age: 23

Always give 100% in everything that I do. At least 4+ years of experience Related to my field(IT and Ecoomerce), developing the front and backend for websites. Ability to write clean and well-designed code, Familiarity with relational databases and SQL, preferably MySQL, Strong knowledge in web development, Good knowledge of Web technologies such as HTM5Java,CSS3,Bootstrap, Notepad++, Sublime, PHP, Chrome, Good communication and time management skills, able to solve problem efficiently, knowledge in Xampp.

## TECHNICAL SKILLS

**Ecommerce:** (Amazon, Walmart, Shopify, Groupon, Ali Express And eBay), website design and developo.

**Freelancing :** Upwork and Fiverr

**Graphic Designer:** UI and UX

### Tools:

- Adobe Photoshop
- Adobe Illustrator
- SEO
- Microsoft (Excel,Word, Powerpoint,Outlook)
- Xampp
- Dreamwaver
- Blogger/Wordpress

**Database Management:** MS Access, MySQL

**Research and Planning:** Identifying Problems, Gathering Information, Developing Evaluations, Calculating Results **Social Marketing:** Facebook, YouTube, Intstagram

## INTERPERSONAL SKILLS

- Online Marketing/Digital Marketing
- Project Management
- Public Speaking and Negotiation
- Requirements Analysis
- Customer Service
- Cash Handling
- Management
- Teamwork
- Employee Relations
- Time Management
- Self Motivation

## EXPERIENCE

### Ecommerce

Fiverr and Upwork

(Apr 2019-Present)

- Shopify store management
- Amazon/Shopify Products Listing and Product/Web research
- Social media marketing
- Rewriting documents, Editing of any kind of locked pdf
- Responding and sending emails
- Managing social media account
- Live customer service (chat only)

### Customer Services

ZONG Telecommunication by China Mobile,Pakistan

(Oct 2019-Dec 2019)

## **Computer Operator/Office Assistant**

(Jun 2016-2019 Aug)

### **Pro Services Provider, Multan, Pakistan**

- Insert customer and accounts data by inputting text based and numerical information (may required to calculate the figures) from source documents within time limits
- Responsible to generate Reports on Excel/SAP/SQL.
- Making of Quotation for customers.
- Maintain & sort of Data as per requirement.
- Order taking from sales officer & Customers (On Call and email).
- Reconcile data on daily basis.
- Compile, verify accuracy and sort information according to priorities to prepare source data accordingly
- Review data for deficiencies or errors and correct them accordingly
- Research and obtain further information for incomplete data
- Apply data program techniques and procedures
- Generate reports and keep the record of all data
- Keep information confidential
- Respond to queries for information and access relevant files
- Scan documents and print files, when needed.
- Comply with data integrity and security policies.
- Ensure proper use of office equipment and address any malfunctions

## **Office Manager**

(Jan 2018-2019 Aug)

### **Pro Services Provider, Multan, Pakistan**

- Schedule meetings and appointments
- Organize the office layout and order stationery and equipment
- Maintain the office condition
- Partner with HR to update and maintain office policies as necessary
- Organize office operations and procedures
- Manage office G&A budget, ensure accurate and timely reporting
- Provide general support to visitors
- Assist in the on boarding process for new hires
- Address employees queries regarding office management issues

## **Native Technical Recruiter Canada**

(Apr 2019 to 2019 Jun)

- Maintain candidate database and conduct scheduled follow-up calls,
- Communicate with candidates via telephone, e-mail and/or written documentation
- Meet established goals and report progress/results

## **Web researcher to find dedicated server hosting plans** (April 2019):

- Collection of documents or pages
- Find a server hosting company
- Add the domain
- Research that company's give cheapest package

## **EDUCATION**

### **Institute of Southern Punjab, Multan, PK**

(Nov 2015 – 2019 Nov)

Bachelor of Science in Computer science

Main Subject That Covered:

- Communication skills (model 1,2,3,4)
- Business and Technical English Writing
- Principles of Marketing
- Human Resource Management
- Ecommerce
- Operating Systems
- Introduction to Computing
- Data Structures

- Introduction to Programming
- Visual Programming
- English Comprehension
- Calculus And Analytical Geometry
- Object Oriented Programming
- Data Communication
- Computer Architecture

- Assembly Language Programming
- Database Management Systems
- Software Engineering
- Computer Network
- Advance Computer Architecture
- Human Computer Interaction
- Web Design and Development

## Govt. Degree Science College, Karachi, PK

Intermediate Education

(Aug 2013 – 2015 Aug)

### CERTIFICATIONS

#### Cisco Networking Academy

Entrepreneurship

Get Connected

Introduction to IoT

Introduction to Cybersecurity

CCNA R&S: Introduction to Networks

#### Roshi Computer Institute Karachi

- MS OFFICE
- English Proficiency
- MS Power Point
- Computer Hardware

#### British University College Multan

Advance English/ English Proficiency

### HOBBIES

- Travelling
- Exploring Places via Google Maps
- Giving Reviews and Feedback
- Get-To-Gather with Friends
- Feeding Street Children
- Visiting Hospitals Every weekend(help needy)

### ACHIEVEMENTS

- First Computer Science Graduate from village and from Family.
- Published Book on Amazon Kindle.
- Reach Level 8 on Google local guide

### REFERENCE

#### Mr. Hafiz Jamal Farid,(CEO)

Pro Services Provider.

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#### Mr. Waqas Ahmad, (Director) Ace connect

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