

**Address:** Muwailih Commercial Area School Road Sharjah U.A.E

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## Professional Profile:

I am **professional Web & Graphic Designer / IT Administrator/SEO Specialist**. I am quick to grasp new ideas and concepts, and to develop innovative and creative solutions to problems. I am able to work well on my own initiative and can demonstrate the high levels of motivation required to meet the tightest of deadlines. Even under significant pressure, I possess a strong ability to perform effectively.

## Skills:

### Area of Expertise

**Web Technologies:** HTML5, HTML, XHTML, XML, CSS, CSS3, JavaScript, Adobe Photoshop, Adobe Dream Weaver, Microsoft Expression web 3, Macromedia Flash, **PHP, MYSQL**, SEO/SEM/SMO, Bootstrap 3

**Audio/video Editing:** Adobe Audition 2.0, Windows Movie Maker

**Graphics:** Adobe Photoshop, Adobe Illustrator, Macromedia Fireworks, Freehand Mx, Corel Draw  
**Animation:** Macromedia Flash MX 2004, Adobe Image ready CS2  
**Publishing:** Ms-Office

**OS:** Window 8/7/vista/xp

**Installation:** Hardware/Software Installation, OS Installation, Hardware Assembling, Diagnostics & Troubleshooting

## Employment History:

**Organization: Orbit Training and Development - (GASCO English Training Project Abu Dhabi U.A.E)**  
**( 01 May 2015 – 30th June 2015 )**

**Position Held:** Freelance Web & Graphic Designer

### Job Responsibilities :

- Overall responsible for all the graphics and web development work.
  - Application for Online Training Development for different courses.
  - Quiz Application for different courses.
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**Organization: Lloyds Star LLC, Dubai UAE- Land Transport Group of Companies ( 06 Feb 2013 – 05 Feb 2015 )**

**Position Held:** Web & IT Administrator

### Job Responsibilities :

- Designing and developing websites
  - Designing and Developing web application (Customer Management System)
  - Handle Graphic Design Work
  - Database Handling for ERP System
  - Managing Vehicle Tracking System and Generate daily reports both for local and cross border fleet.
  - Trouble Shooting ( Hardware, software installation, Networking issues)
  - Manage web server, ftp server, email server.
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**Organization: Speedy PCs, Glasgow Scotland (July 2010 – October 2011 )**

**Position Held:** Web and graphics designer

**Job Responsibilities :**

- Understanding client requirements
- Communicating and meeting the client's requirements efficiently and effectively.
- Design prototypes
- Designing and developing websites
- Designing and Developing online web application ( Booking system)
- Make the SEO and SEM strategy
- Design marketing stuff like leaflets, brochures , visiting cards for the Clients

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**Organization: Elink Solutions, Lahore Pakistan ( May 2006 – June 2010 )**

**Position Held:** Web designer

**Job Responsibilities :**

- Design initial prototype
- Design website interface
- Do slicing (PSD to html) both in tables and Div's

**Freelance work Experience:**

**Organization: Quality Technology Solutions, Calgary Canada ( March 2009 – August 2012 )**

**Position Held:** Freelance Website and graphics designer

**Job Responsibilities :**

- Analysis the client requirements and needs.
- Make the proposal for the clients according to his requirements
- Design and Developed the websites using Adobe Photoshop, HTML, XHTML, CSS, JavaScript, PHP, MYSQL
- Design logo, leaflets using adobe Photoshop, adobe illustrator, coral draw, Flash Max

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**Organization: iRepair ( Feb 2011 – October 2011 )**

**Position Held:** Freelance Website designer and developer for a project [www.irepairglasgow.com](http://www.irepairglasgow.com)

**Job Responsibilities :**

- Design and Developed the website using Adobe Photoshop, HTML, XHTML, CSS, JavaScript, PHP, MYSQL
- Design Promotional materials (banners)

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**Organization: ilovefruit.co.uk ( January 2011 – July 2011 )**

**Position Held:** Freelance Website designer and developer for a project [www.ilovefruit.co.uk](http://www.ilovefruit.co.uk)

**Job Responsibilities :**

- Design and Developed the website using Adobe Photoshop, HTML, XHTML, CSS, JavaScript, PHP, MYSQL
- Design logo using adobe Photoshop

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**Organization: Ewaste Solutions ( May 2011 – June 2011 )**

**Position Held:** Freelance Website designer and developer for a project [www.ewastesolutions.co.uk](http://www.ewastesolutions.co.uk)

**Job Responsibilities :**

- Design and Developed static website using Adobe Photoshop, HTML, XHTML, CSS, JavaScript , Adobe Dream Weaver

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**Organization: Precision Computer Works, New York USA ( March 2008 – December 2010 )**

**Position Held:** Freelance Website designer and developer

**Job Responsibilities :**

- Understand work requirements and make suggestions when warranted.
  - Design graphical elements from scratch using Adobe Photoshop, Illustrator etc.
  - Develop custom content management systems and applications using PHP, JavaScript, CSS, HTML and XHTML etc.
  - Design database driven applications using MySQL
  - Deliver complete websites including beta testing and extensive QA
  - Interact and communicate directly with the client if needed.
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**Organization: Hazel Blue Technology ( Feb 2008 – August 2008 )**

**Position Held:** Freelance Website designer and developer for a project [www.otoknadoo.com](http://www.otoknadoo.com)

**Job Responsibilities :**

- Design and Developed the website using Adobe Photoshop, HTML, XHTML, CSS, JavaScript, PHP, MYSQL
- Design logo using adobe Photoshop

**Selected Portfolio**

- <http://www.it-support.ca/>
- <http://www.lloyd-star.com>
- <http://www.foodlinksgroup.com>
- <http://www.speedypcs.com>
- <http://www.isabellafashionsny.com>
- <http://www.aflossingsvrije-hypotheek.nl>
- <http://www.autoshouse.com>
- <http://every1approved.ca/>
- <http://www.irepairglasgow.com/>
- <http://www.ilovefruitgifts.co.uk/>
- <http://www.ewastesolutions.co.uk/>
- <http://www.cyanbs.com>
- <http://www.muteenahmad.co.uk/client/glenlang/>
- <http://www.colterenergy.ca/>

**Web applications:**

- Booking system (<http://www.speedypcs.muteenahmad.co.uk/login.php>)
- Bad keywords finder
- Search engine report tool
- Search engine keyword position tool

**Education Details:**

**Master in Electronic Commerce – M.E-COM**

**University of the Punjab Lahore Pakistan**

Subjects: Computer Science

Percentage: 71%

Duration: 2 years

Year: 2008

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**Bachelor in Computer Science - BS(CS)**

**Allama Iqbal Open University Islamabad Pakistan**

Subjects: Computer Science

Percentage: 64%

Duration: 4 years

Year: 2006

**Certificate Courses:**

**Langside College Glasgow Scotland  
HNC Interactive Media**

Subjects: Web and Multimedia  
Duration: one year  
Grade: A  
Percentage: 80%

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**Edge System International Lahore Pakistan  
Certificate in Web development**

Subjects: Web Programming  
Duration : 2 Months

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**Edge System International Lahore Pakistan  
Certificate in Web Graphics**

Subjects: Graphics Design  
Duration: 4 Months

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**Edge System International Lahore Pakistan  
Certificate in Computer Hardware**

Subjects: Hardware /Software Installation, OS Installation, Hardware Assembling, Diagnostics & Troubleshooting  
Duration: 2 Months

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**Additional or Language Skills:**

English, Urdu, Punjabi

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**Valid UAE Driving License :**

Yes