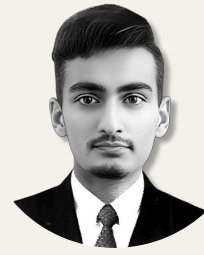


Zayn Mehdi

Data Entry Operator, Website Designer & Developer,
Graphic Designer, Word and Excel office expert.
Accountant Manager or Administrator



Summary

I am a creative and collaborative Website Designer & Developer with years of experience. I specialize in computer learning programs, IT Program, digital communication, and IELTS as well for the best communication way.

Contact Info

0314-5751059
meerzain88@gmail.com
Ahmed Pur Sial, District Jhang

www.scoreminers.com/zain

Skills & Proficiencies

- Website Designing & Development
- Search Engine Optimization
- Graphic Designing
- Web Content Writing
- Word & Excel Expert
- Concentration skills
- Excellent Typing Speed
- Attention to Detail
- Time Management
- Basic Software Knowledge
- Efficient written & Verbal
- Teamwork/Motivation
- Critical thinking
- Organizational Skills
- Ability to research & collect data
- Communication & Computer Skills
- Administrative Skills

Work Experience



Digital Marketing Specialist

Scoreminers institute of Global Technologies, a real advertising firm that specializes in reaching online audiences

Oct 2023 to PRESENT

- Achieved a 30% increase in social media followers by developing a strong content strategy that led to a 5% growth in sales within six months
- Increased B2B and B2C partnerships by 5% by overseeing marketing campaigns from planning to optimization
- Boosted clients' brand recognition by 10% by developing new ideas and content marketing strategies



Administrative Manager & Head Clerk

Nov 2023 to Present

- *Performs data entry and filing tasks for accounts payable, purchase orders, equipment inventory, and confidential employee or departmental files. Receives, records, and distributes packages and mail. Compiles budget data and maintains financial records as requested.*



Sales and Marketing Specialist

Chenabian Digital Media Group

Nov 2021 to Jan 2023 (1 year, 2 months)

- *Increased organic site traffic by 79% by developing and executing digital marketing content strategies*
- *Increased our client base by 5% by establishing partnerships with advertisers*
- *Worked on advertising proposals and online marketing campaigns*

Contact Me

0314-5751059

meerzain88@gmail.com

Ahmed Pur Sial, District Jhang

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Extra Skills & Proficiencies

- Social Media Management
- Performing data backups
- Proofread/Organization
- Ability to Multitask
- Accuracy/Confidentiality
- Information Sorting
- Keyboarding
- Communication Skills
- Purchasing/Order
- Key Account Management
- Sales Coordination
- Marketing
- Negotiation
- Sales Coordination
- Merchandising
- Materials/Operations
- Problem Solving
- Data Base Structure
- Operating with office equipment

Educational Background



Bachelors of Banking & Finance

Institution: University of Bahauddin Zakariya

Year of Graduation: 2023 (Continued)

- Best Thesis
- Awardee, BZU Scholarship



FSc Intermediate (Pre-Medical)

Institution: Chenab College, Ahmed Pur Sial

Year of Completion: 2023

Overall Volunteer Work, Awards, Affiliations, and Interests

Social Media Coordinator

Institution: English Literary Society

2021 to 2023

I handle the Society OR foundation's social media pages. I also implement online campaigns to drive adoption rates up.

Young Marketer of the Year Award

Institution: Chenabian Marketing Association

2023

I was recognized for my achievements as a role model in brand building, digital marketing, and innovation.
