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## CAREER OBJECTIVE

To grow my career within an ambiance of esteem organization and handle daily operations towards success.

## My Education

Bachelor of Business Administration, 4 Years BBA (Hons). Specialization in Banking and Finance in Year 2013 To 2017 Sarhad University of Science and Information Technology (Suit).

Higher Secondary School Certification. Intermediate of Commerce part 2 in Year 2010 To 2012  
Secondary School Certification. Intermediate of Commerce part 1 in Year 2008 To 2010  
From Sheikh Khalifa Bin Zayed Arab Pakistan School, Abu Dhabi, UAE.

I Have Total of 12 Years of Schooling and 4 Years bachelor's degree from University, Total of 16 Years Education Excluding Certifications. All Education Documents are Attested.

## E-Commerce Management & Digital Skills

- ✓ Managing E-commerce platforms
- ✓ E-commerce Content Management
- ✓ E-commerce Customer Relationship Manager (CRM)
- ✓ Online Administrator / Web Administrator
- ✓ User Management and Web Analytical Skills
- ✓ Financial Planning
- ✓ Building Business Strategy
- ✓ Creating Revenue Streams
- ✓ Auditing Customer Accounts
- ✓ Improving Customer Experience
- ✓ Handling Emails and Correspondents
- ✓ Implementation of Payment Gateways
- ✓ Dealing and Troubleshooting customer issues
- ✓ Customers Account Handling and Account Management
- ✓ Customer Service / Social Media Accounts Handling
- ✓ Customer Support and Feedback handling
- ✓ Implementation and Innovation of E commerce Website Portal and App Development
- ✓ Brand Digital Marketing and Digital Innovations
- ✓ Full Web Development and Innovating Systems
- ✓ Branding and Designing, Brand E - Marketing
- ✓ Unique Branding and Digital Innovation, Graphic Designing, Logo Designing
- ✓ Web Portal Security and Backup
- ✓ Troubleshooting and fixing website issues
- ✓ Management and Upgrading web-based system
- ✓ Online Media Development
- ✓ Digital Media Specialist
- ✓ Twitter, Facebook and Other Social Medias Management
- ✓ Managing Web Platforms and Domain Hosting and Management
- ✓ Online Email Management, IMAP, Pop3. Exchange Active Sync
- ✓ Internet Marketing and Search Engine Optimization
- ✓ Online Advertising, Social Media Advertising

## Computer Skills

- I Am Expert and Proficient in Computer Related Tasks Also Have Knowledge of Coding
- ✓ All Microsoft Windows, Windows 10, Windows 8, Windows Vista, Windows XP
  - ✓ All Web Browsers, Google Chrome, Fire Fox, Internet Explorer, Edge, Opera.
  - ✓ Handling and Managing Computer Data and Backups
  - ✓ Advance and technical Computer Software and hardware management and troubleshooting
  - ✓ Microsoft Office tools, and Alternative office programs and tools
  - ✓ Excel - Spread Sheet – Creating Databases and Managing Records in System.
  - ✓ Word - Correspondences and Report Writing
  - ✓ PowerPoint - Presentation and Slides and Demonstration
  - ✓ Outlook - Managing Emails and Setting Email Accounts
  - ✓ Using Online web platforms and tools high and accurate efficiency
  - ✓ Website Customization and Development, Building Web Platforms
  - ✓ Web and Online Services Consultant
  - ✓ AutoCAD 2d and 3d – Building Detailed Drawing and Models

## Finance Skills

I have the following Finance Skills

- ✓ Cost Accounting.
- ✓ Operating Expenses – Depreciation – Cost Occurred.
- ✓ Business Finance.
- ✓ Cash Flows, Income Statement, Balance Sheet.
- ✓ Corporate Finance.
- ✓ Working Capital – Corporate Structure and Management of Finances.
- ✓ Inventory.
- ✓ Modern Inventory Systems, Just In Time – JIT, Last In First Out, First In First Out.
- ✓ Banking and Finance.
- ✓ Journal Entries.
- ✓ Managing Finances.
- ✓ Finance Terminologies

## Administrative Skills

I Have Capacity of Following

- ✓ Correspondences
- ✓ Communication
- ✓ Managing Information Systems
- ✓ Managing Time
- ✓ Presentation
- ✓ Managing Stock
- ✓ Interpersonal
- ✓ Inventory
- ✓ Negotiation
- ✓ Office Technology
- ✓ Filing Systems
- ✓ Purchase Requisition
- ✓ Prepare Payroll Records
- ✓ Handling Forms
- ✓ Managing Accounts and Cash

## Other Professional Skills

- ✓ Market, Business and Economy Research & Analysis, SME & Corporate Financial Analysis.
- ✓ Digital Media Management / Social Media Account Management, Website Management.
- ✓ Customer Account Management, Content Moderation, Users Monitoring, Online Customer-Service
- ✓ Content Creation & SEO for E-commerce platforms, Content Writing for Social Media Account.
- ✓ E Commerce Website Management, Google Webmaster Tools and Search Console Management.
- ✓ Google Analytics, Website and Mobile App Platforms Metrics, Traffic Analysis and Reports.
- ✓ Online Business Strategy and eBusiness Planning, Concept Creation, Idea Formulation.
- ✓ Website Domain Name Registration and Management, Brandable Domain Acquisition and Sales.
- ✓ Secure Socket Layer (SSL) Management and Installation for Website Security, Data Backup.

## Professional Certifications

- ✓ Office Administration - Certification from Nadia Training Institute in year 2014
- ✓ Microsoft Office Package, Word, Excel, PowerPoint, Access, Outlook, Internet and Microsoft Windows - Certification from Galaxy Computer Education & Training in year 2013
- ✓ Auto CAD (2D & 3D) from Galaxy Computer Education & Training in year 2013

## Experience

2017 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [CarSaleApp.com](http://CarSaleApp.com).  
2018 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [HollySale.com](http://HollySale.com)  
2019 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [ObesityBooks.com](http://ObesityBooks.com)  
2020 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [ReadPitch.com](http://ReadPitch.com)  
2020 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [InnovatorAhmed.com](http://InnovatorAhmed.com)  
2020 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [BuyPhone247.com](http://BuyPhone247.com)  
2020 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [BuyBest247.com](http://BuyBest247.com)  
2020 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [AboutMobilePhone.com](http://AboutMobilePhone.com)  
2020 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [GuestPosted.com](http://GuestPosted.com)  
2020 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [GuestBeat.com](http://GuestBeat.com)  
2020 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [SellPropertyFree.com](http://SellPropertyFree.com)  
2020 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [Jobscaper.com](http://Jobscaper.com)  
2020 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [USAJobApply.com](http://USAJobApply.com)  
2020 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [JobpostUSA.com](http://JobpostUSA.com)  
2020 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [PostJobUSA.com](http://PostJobUSA.com)  
2021 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [FreeSourceofEnergy.com](http://FreeSourceofEnergy.com)  
2021 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [USAStartupNews.com](http://USAStartupNews.com)  
2021 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [Usonomy.com](http://Usonomy.com)  
2021 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [Pkonomy.com](http://Pkonomy.com)  
2021 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [GamingYoutubers.com](http://GamingYoutubers.com)  
2021 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [AdvertiseBooks.com](http://AdvertiseBooks.com)  
2021 to 2021 Founder and E-Commerce Manager and Digital Media Manager at [AdvertiseApps.com](http://AdvertiseApps.com)

- ✓ Managing E-commerce Platforms and Site-Wise Operations
- ✓ E-commerce Customer Relationship Management (CRM)
- ✓ E-commerce Content Management and Search Engine Optimization (SEO)
- ✓ Administrating and Handling Web Operations and Product Sales
- ✓ E-Commerce Analyst, Analyzing and Monitoring Web Traffic & Statistics, Google Analytics etc.
- ✓ E-Commerce Financial Planning and Forecasting, Managing Sales and Revenue
- ✓ All Users Customer Account Handling & Management and Users Monitoring and Compliance
- ✓ Customer Support Services / Social Media Accounts & Feedback handling
- ✓ Establishing and Managing Current and New Online Presence
- ✓ User Content Management and Moderation
- ✓ Managing Online Product Inventory and Digital Inventory & User Advertisements
- ✓ Web Merchandising and Online Retailing / Visual Merchandising
- ✓ Managing Third Party Advertisements, Google AdSense, Admob
- ✓ Brand Management, Branding and Designing, Brand E - Marketing
- ✓ Market Research for Innovation and Business Development
- ✓ Managing E-Commerce Admin Panels, Back End Panel, Front End
- ✓ Management and Implementation of Online Portal Web Portal Security and Backup

## Languages Known as Fluent

English - Native | Urdu - Native | Punjabi Native | Arabic Elementary | Hindi Speak Fluency

## Book Publications

- [Free Source of Energy Technology](#)
- [World of Innovators](#)
- [31 Ideas Book: glass is half full](#)
- [Obesity Book for Weight Loss](#)

## My Interests and Hobbies

Computers/Techs, Reading Books, Reading Business News, Socializing, Business Research, Swimming, Traveling & Exploring, Outdoor Sports, Walking, Fitness, Gaming, Dinning, Shopping, Cooking, Cinema's, Concerts, Music Events.

I, Syed Mohammad Ahmed, Hereby State That the Mentioned Details Are True to The Best of My Knowledge and Belief.