



Muhammad Tayyab Bilal

Date of birth: 11/09/1998 | **Nationality:** Pakistani | **Gender:** Male |

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Address: Flat No. 403, 29th St, Embassy Building, Al-Muteena, Deira, 88878, Dubai, United Arab Emirates (Work)

Visa Status: Employment Visa

Visa Expiry: 21/04/2026

ABOUT ME

Experienced and versatile professional with a strong background in administrative assistance, computer operations, data entry, tele-sales, SEO, WordPress development, and cashier duties. Demonstrated expertise in managing computer counters, providing support in warehouse operations, and delivering high-quality customer service. Proven ability to handle multiple tasks efficiently, ensuring accuracy and excellence in all assignments.

WORK EXPERIENCE

05/2022 – 01/2024 Lahore, Pakistan

SEO SPECIALIST (REMOTE) AKSA PVT LTD.

- Handling projects to improve website UX and reduce bounce rates.
- Collaborated with the content team to produce SEO-optimized content that resonated with our audience.
- Conducted in-depth keyword research to uncover untapped opportunities.
- Regularly delivered comprehensive website performance reports for data-driven decision-making.
- Optimized title tags, meta descriptions, and articles, resulting in a significant traffic boost.
- Achieved a 20% increase in organic website traffic within six months through optimization of title tags, meta descriptions, and articles.

06/2023 – 12/2023 Lahore, Pakistan

SALES ASSISTANT IBEX LAHORE

- Receive/Cater inbound calls to promote and sell the product/service.
- Correspond with customers, track and resolving any issues regarding product/service.
- Ensure customer follow-up all the time
- Handle customer needs and requirements
- Respond and resolve customer inquiries
- Identify Rapport Building Opportunities
- Ensure monthly sales conversion benchmark
- Being alert to upselling opportunity

01/2022 – 06/2023 Lahore, Pakistan

ADMINISTRATOR ASSISTANT PKI SOL PVT LTD.

- Calendar Management: Efficiently schedule appointments, meetings, and travel arrangements for executives.
- Correspondence Handling: Manage incoming and outgoing communications, including phone calls, emails, and mail.
- Document Organization: Maintain organized filing systems for easy retrieval of documents and information.
- Meeting Coordination: Coordinate and prepare agendas, materials, and minutes for meetings and conference calls.
- Office Supplies Management: Monitor and replenish office supplies to ensure smooth daily operations.

● **EDUCATION AND TRAINING**

15/09/2020 – 21/12/2022 Faisalabad, Pakistan
MS (SOFTWARE ENGINEERING) University of Agriculture, Faisalabad

Website www.uaf.edu.pk

11/08/2016 – 19/08/2020 Faisalabad, Pakistan
BS (SOFTWARE ENGINEERING) University of Agriculture, Faisalabad

Address 38000, Faisalabad, Pakistan | **Website** www.uaf.edu.pk

● **LANGUAGE SKILLS**

Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	B2	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Administrative Assistant | Team-work oriented | Motivated | Good Communication | positive thinking | Ability to Work Under Pressure | Sales oriented | Tele-Sales