

## SAMEEN MAWRA

UAE

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**Visa status: Available on visit visa till 17/02/24**



## PROFESSIONAL SUMMARY

My aim is to attain a position in a growth-oriented company where I can use my organizational skills to contribute to the company's success. I am also seeking a position that will allow me to continue developing my abilities while contributing to the goals of the organization.

## SKILLS

- Professional Skills

Project in

- WordPress(Basics)

- Utilized Canva to design eye-catching many things

- SEO (Search Engine Optimization)

- On page

- Link building

- Keyword Research

- Competitor Analysis

- SEO Tools

- Familiar with Google search console

- Website analysis

- Competitors working Strategy analysis

- Projects Reporting

- Familiar with Google Ads campaign

Virtual Assistant

- Company Information Research

- Online / Offline Data Entry

- Data Conversion(Any type)

- Web Research to find your

targeted information.

- Data Collection

- Web Scraping

- Lead Generation

- Email extractor

- Google spreadsheet & docs

- Social Media Manager (Attractive posts with trending tags to get more organic traffic to boost businesses)

- Personal Skills

- Able to priorities work according to importance.

- Exceptional public relation skills

- Good Communication Skills

- Self-motivated and ambitious

- Strong decision maker

- Complex problem solver

- Always do well for company

- Working knowledge

- Ability to develop

- Team Work

EXPERIENCE

- SEO kings club Lahore

Nov 2019 - Aug 2022

SEO

Worked as SEO to optimizes websites in order to achieve higher search engine rankings.

Conducting keyword research to identify target keywords.

Competitor Analysis.

Producing website performance reports and conducting analysis for further improvement.

Develop and execute link-building strategies to acquire high-quality backlinks and strengthen the website's authority.

- SMM & Data Entry Projects

Worked as a freelancer on SMM (Social media manager) & data entry projects Project

Handle social media accounts to grow businesses and increase sales.

Projects Reporting

Market Research

Do companies research, collect data, convert data into different formats, extract emails as a data entry operator.

EDUCATION

- VIRTUAL UNIVERSITY OF PAKISTAN

2015 - 2019

BSSE (hons)
- EROZGAAR.PITB.GOV.PK

Courses / Non Technical
- DIGISKILL.PK

Course/ SEO

PERSONAL DETAILS

Gender: Female

Status: Single

Religion: Islam

Nationality: Pakistani

Date of birth: 13/02/1995

Passport issue date: August 2023

Expiry date: August 2028

ACHIEVEMENTS & AWARDS

- Awarded By Prime Minister Laptop Scheme

Awarded By Merit Scholarship by University.

LANGUAGE

- English, Urdu, Hindi

INTERESTS

- Travelling to explore new things.

Cooking.