

Abdullah Haroon

- **Graphic Designer**
- **Web Developer**

Dedicated professional with experience as an Administrative Assistant and Freelancing Web Developer. Seeking a role where I can leverage my organizational skills, attention to detail, and technical expertise to contribute to the success of your organization.



Expertise Skill

- Content writing 70%
- Web Development 75%
- Graphic Designing 91%
- MS Office 45%
- Typing 43%
- Speaking 31%

Language

- English 46%
- Arabic 25%
- Hindi 100%

Contact Me

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- Musaffah-40 Abu-Dhabi

Education

2015-2017 **Matric**
School Of NO Government
High School **Sargodha**

2022 **ICS(intermediate in computer Science)**
Government Degree College
of Piplan
Piplan Destrict Mianwali

Work Experience

2021 – 2022

Administrative Assistant

- Provided administrative support, including document management, scheduling, and communication coordination.
- Developed strong organizational skills and the ability to manage multiple tasks efficiently.

Document Controller

- Managed and organized documents, ensuring accurate and timely processing.
- Maintained document control systems and ensured compliance with company standards.

Freelancing Web Developer

- Designed and developed websites for various clients, showcasing a range of skills in HTML, CSS, and web development tools.
- Created responsive, user-friendly websites tailored to client specifications, including Leopard Transaction, Awfal Wadi Furniture, and Blissful Trend.

Graphic Designer

- Developed visual content, including logos, banners, and marketing materials, to enhance brand identity.
- Utilized design software to create aesthetically pleasing and effective graphics.

2023 – 202.....

WEB DEVELOPER, FRELANCER

Responsibilities:

- **Designed and maintained websites for various clients.**
- **Ensured optimal functionality and user experience.**
- **Implemented responsive designs using HTML, CSS, and JavaScript.**

Achievements:

- **Completed 5+ projects with 95% client satisfaction.**
- **Increased website traffic by 30%.**
- **Developed a CMS reducing maintenance time by 40%.**
- **Improved load times by 20%.**