



JAHAN ZAIB ASHIQ

Phone: +971 55 3593828

Visa Status: Visit Visa

Email: jahanzaibashiq97@gmail.com

Martial Status: Married

Nationality: Pakistani

Language: English, Urdu & Punjabi

Address: Muwaileh, Sharjah, UAE

SUMMARY

I'm looking for an environment where I may apply and utilize my Knowledge & Skills to the best
I'm Highly motivated in Clerk with extensive customer in Social Media Marketing.

CAREER HISTORY

Computer Administration Clerk [Lahore General Hospital \(LGH\)](#)

Responsibilities:

Mar 2020 - Mar 2022

- It includes the scheduling appointments, processing forms, providing information and maintaining the record and files.
Customer Handling for Registration, and Emergency Slip.
- Good Communication Skill

IT MANAGER [MADNI STEEL MILLS \(Lahore\)](#)

Responsibilities:

Mar 2020 - Mar 2021

- Development company website www.madnisteelmills.com
- Social Media Marketing, Email Handling and Article Writing. cPanel & DNS setting.

Virtual Assistant Web Developer [OMEGA WEB COMMUNICA \(San Dona, Italy\)](#)

Responsibilities:

May 2018 - June 2019

- A: Front End make a web page by using HTML and CSS & Social Media Marketing.
- B: WordPress Installation on systems as a local by Anydesk & cPanel and adding Plugins.
- C: Adding Products on Woo-Commerce Projects, eBay and Subito.

Team Lead as CSE**THE RESOURCE GROUP (Lahore)**

Responsibilities:

Mar 17 - Apr 18

Team Lead as a Jazz Cash Campaign.

Frontend Web Developer**THE NEXT IDEA (Lahore)**

Responsibilities:

March 2015 - Sep 2016

A: Custom Develop with (HTML, CSS, CSS3, JavaScript, JQuery), PSD to HTML Pixel Perfect .

B: Responsible for testing Web App platform before releasing in the consumer Market.

Virtual Assistant (Lead Generation) Part Time**IdeaNTech (UAE)**

Responsibilities:

Mar 14 - May 17

A: Work on LinkedIn as a Lead Generator, Email Marketing & Email Handling.

B: Target **Oil & Gas** Company Proposal Manager, Director, Manager, HR Managers in UAE, Australia, Canada and USA.

Education: Bachelors of Science in Computer Science
--