



Bilal Ghafoor

Document Controller | Cashier | Light Vehicle Driver

To secure a position in digital marketing, data entry and graphic designing that enables me to use my technical skills in computer science to drive result for the organization



bilalghafoor591@gmail.com



0506347135



Mussafah, Abu Dhabi, United Arab Emirates

SKILLS

Accounting

Analytical

Digital Marketing

Ms Word

Excel/Google sheet

Quick learner

Powerpoint

Google Analytics

Data Entry

Document Controller

problem-solving

LANGUAGES

English

Professional Working Proficiency

Urdu

Native or Bilingual Proficiency

CURRENT STATUS

Computer System Manager

Employment Visa

Driving License

License No: 2929063

EDUCATION

Study Program

University of Gujrat

08/2017 - 02/2021

Gujrat, Pakistan

Courses

- Bachelor's degree, Computer Science

WORK EXPERIENCE

Document Controller

Master Middle East General Transport

Achievements/Tasks

- File documents in physical and digital records and ensure appropriate storage
- Established many successful email campaigns in Sendinblue CRM
- Designed graphics and layouts for various digital marketing campaigns using Adobe Photoshop and Illustrator.

Digital Marketing

Technosoft Solutions

06/2021 - 03/2023

Lahore, Pakistan

Technosoft Solutions is an outsourcing software development and integration services, provider. We are mostly working for companies developing healthcare solutions for the U.S market.

Achievements/Tasks

- Assisted in developing and maintaining the company's website(<https://techno-soft.com/>) using WordPress, CSS, PHP, and JavaScript.
- Conducted research and provided technical support for the company's digital marketing campaigns, including Google AdWords and Facebook Ads Manager.

ORGANIZATION

TechnoSoft Solution, Lahore

I work as an intern for a techno-soft solutions company for 6 months and participate in various projects.

Volunteer graphic designer at Techno soft Solutions where I designed flyers, banners, and social media posts.

PERSONAL PROJECTS

Web Designing | Google Ads | Email marketing

- <https://techno-soft.com>
- Developed a website using WordPress, elementor, and CSS. Google Ads
- Established Social media marketing and Google Ads campaigns for the company and generate maximum numbers of Leads
- Established many successful email campaigns in Sendinblue CRM.
- Excellent communication and interpersonal skills Strong analytical and problem-solving skills Detail-oriented and highly organized
- Customer service oriented

ACHIEVEMENTS

Digital Marketing & Email Marketing

Member of the Computer Science Club at the University of Gujrat. Completed certification in digital marketing from Techno soft Solutions. Established many successful email campaigns in Sendinblue CRM.