# SYED HASEEB

## PROJECT MANAGER I VIRTUAL ASSISTANT

### CONTACT ME AT

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### SKILLS SUMMARY

●●●● Project Management

●●●● Virtual Assistant

●●●○ Data Entry

●●●○ Internet Research

●●●● Office Software

●●●○ Apps

●●●● Graphic Design

●●●● Appointment Setting

## PERSONAL PROFILE

My name is Syed Haseeb, A Computer Scientist who is graduating from the Maju. I am the founder and CEO of "MineartSolutions– IT SOFTWARE COMPANY" As a project manager and VA has 5 years of experience in various tasks. A tech-savvy problem solver that you can rely on—an enthusiastic individual with superior skills in both team-based and independent capacities.

## WORK EXPERIENCE

### Project Manager

GoRemote Cloud| 2021 - Present
- Team Management
- Prepared detailed reports
- Organizes and plans essential central services
- Maintained a positive work ethic and commitment to providing excellent service.
- Improve operations efficiency and customer satisfaction.
- Managing heavy-load management tasks with accuracy.

### Virtual Assistant

Secure CloudI  2020- Present
- Maintained a positive work ethic and commitment to providing excellent service.
- Improve operations efficiency and customer satisfaction.
- Managing heavy-load administrative tasks with accuracy.
- Setting Appointments

### Senior Youtube Manager

Dhunam Business Radio 2019- Present
- Managing to promote YT Channel for Dunham Business Radio
- Prepared detailed Matrices
- Organizes and plans essential to growing channel faster

### Graphic Designer

PrintsolsI 2018- 2020
- Study design briefs and determine requirements.
- Schedule projects and define budget constraints.
- Conceptualize visuals based on requirements.
- Prepare rough drafts and present ideas.

# EDUCATION HISTORY

Muhammad Ali Jinnah University

- Bachelor in Computer Science-2024
I'm doing my graduating from Mohammad Ali Jinnah University( MAJU) in the field of Computer Science.

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Government Murray College

-Intermediate in pre-Engineering -2021
Done my intermediate from Govt. Murray College in the field of Computer Engineering.
 The Concept School System

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The Concept School System

Matriculation from high school-2018
I completed my Matriculation from The Concept School System in 2017 with flying colors.

# CERTEFICATION

Fundamentals of Graphic Design

- Provider: Coursera
- Issued: October 2020

I Successfully completed an online non-credit course authorized by the California Institute of the Arts and offered through Coursera

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Fundamental Of Digital Marketing

- Provider: Google Digital Unlocked
- Issued: September 2020

I hereby awarded this certificate of achievement for the successful completion of Fundamentals of Digital Marketing.

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Google Project Management Certification

- Provider: Coursera
- Partner: Google
- Issued: January 2023

I hereby awarded this certificate of achievement for the successful completion of Project Management