

Curriculum Vitae

Personal Information

Name: Abdullah Khan
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Phone: 03225242640
Location: Jhelum

Professional Summary

Detail-oriented and creative **WordPress Developer & Data Entry Specialist** with expertise in **website design, customization, and maintenance**, combined with strong skills in **Microsoft Office (Excel, Word, PowerPoint)** and **Canva design**. Skilled at managing multiple projects, delivering professional results, and supporting businesses with both technical and creative solutions.

Core Skills

- WordPress Development: Website design, customization, plugin setup, Elementor/Divi builder, theme management
- Data Entry & Management: Accurate data handling, spreadsheet management, reporting
- MS Office Suite: Excel (formulas, charts, reports), Word (document formatting), PowerPoint (presentations)
- Canva Design: Social media posts, presentations, business cards, flyers
- Other Skills: Google Sheets & Docs, website maintenance, content formatting

Professional Experience

WordPress Website Developer

Freelance / Remote | 2023 – 2025

- Designed, customized, and maintained responsive WordPress websites.
- Worked with Elementor, Divi, and custom themes for clients across industries.
- Optimized websites for performance, SEO, and mobile compatibility.
- Delivered client-focused solutions within deadlines.

Data Entry & MS Office Specialist

Freelance / Projects | 2023 – 2025

- Handled large data entry projects with 100% accuracy.
- Prepared Excel reports, pivot tables, and charts for analysis.
- Designed PowerPoint presentations and formatted professional Word documents.
- Assisted businesses with database management and reporting.

Canva Designer

Remote / Freelance | 2024 – 2025

- Created professional Canva designs for social media, branding, and marketing.
- Designed flyers, brochures, business cards, and presentation slides.

Education

I.C.S – Superior Group of College, Sohawa Jhelum (2021 – 2022)

Languages

- English – Intermediate
- Urdu – Intermediate

References

Available upon request.