



# SAAD SHAMRAIZ

Administrative Assistant E-commerce

Enthusiastic, creative and hard working computer scientist and a strong team player, Seeking to use proven skills in leadership, coding and debugging to meet business needs.

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📍 Dubai, United Arab Emirates

## EDUCATION

### Bachelor in Computer Science

PMAS-Arid Agriculture University Rawalpindi

01/2016 - 01/2020,

Rawalpindi

### Intermediate

ISLAMABAD COLLEGE FOR BOYS G6/3

01/2014 - 01/2016,

Islamabad

## WORK EXPERIENCE

### E-commerce Executive

W-Tech

2021 - 2022,

Islamabad

*Brand development*

- Analyzed and evaluated the company's online retail performance, produced web content, and developed new promotional email campaigns.
- Worked on the improvement of customer experience, analyzed website performance • Marketing Native Full Professional stayed up-to-date with current industry trends
- Monitored competition and collected customer reviews and feedback in order to identify potential areas of improvement and business growth.
- Collaborated with software developers and analytics teams, completed detailed daily reports, and implemented new digital marketing campaigns to increase sales and brand awareness.

### Administrative Assistant E-Commerce

W-Tech

2019 - 2021,

*Achievements/Tasks*

- Work closely with web development and technical teams.
- Vendors Dealing & Timely Upload vendor's product in our Seller Platform
- Supervise all activities and product development.

## SKILLS

MS EXCEL

MS WORD

MYSQL

SQL Lite

Data Analysis

Financial Reporting

Client Services

Presentation Skills

Billing specialist

Team Leadership

Shopify

E-commerce

Database

Data Handling

Inventory Management

Operations Management

Performance Management

Market Research

## PROJECTS

### Custom Keyboard Integration

- Android App

## AREAS OF EXPERTISE

- Hands-on SQL experience
- Team Management and Progress Monitoring.
- Developing SEO'PPC Strategy/Marketing Plans.
- Web Stores Designing ,Data Entry ,MS Excel
- Manage Inventory
- Prepare reports and analyze conversion numbers.

## LANGUAGES

Urdu

Full Professional Proficiency

English

Full Professional Proficiency