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About me

I have experience in building blogs and landing pages using Photoshop, Dreamweaver and WordPress. I have done affiliate marketing and managed several E-Commerce websites. Content writing and publishing in English as well as Social Media marketing, List Building and E-mail marketing is what I have done so far.

Education

Sept 2005 - Jul 2008

London Metropolitan University - Bsc in Computer Visualization and Games

Sept 2002 – May 2005

Escola Dr. Antonio Carvalho Figueiredo (Portugal) - Information Technology Diploma (I.T.)

Work Experience

Mar 2010 - Current

Freelancer (Front End Developer/SEO)

- Registering Domain Names and Server FTP
- Installing Content Management System (WordPress)
- Downloading and Installing Various CMS Plug-ins as necessary
- Designing Logos and Graphic Design in Photoshop
- Coding in Adobe Dreamweaver (xHTML, CSS)
- Installing E-commerce Scripts and Data Entry
- SEO - Keyword Research and onsiteSEO(title, meta, alt tags)
- Content Writing/Publishing and Social Media
- Installing and Analysing Web Traffic (Google Analytics)
- Submitting XML sitemap to Google, Yahoo and Bing

Sep 2014 – Feb 2015

Course Coordinator at Harrow International Business School

- Assisting Courses, Printing and scanning documents
- Filing and general administrative duties

Jul 2009 - Feb 2010

Office Administrator at Oxford College of Management Studies

- Printing and scanning documents
- Building forms in Microsoft Word
- Answering phone calls and email correspondence
- Sending parcels and couriers
- Answering student queries and printing student cards

Personal Abilities

- Attention to detail.
- Punctual and reliable.
- Can work without supervision.
- Ability to cope and work under pressure.
- Good written and verbal communication skills
- Able to work as part of a team.
- Having a patient outlook.
- Ability to multitask

Computer Skills

- Microsoft Office
- Adobe Photoshop
- Adobe Dreamweaver
- WordPress
- E-commerce
- SEO
- xHTML / CSS
- Google Analytics
- Google and Bing Webmaster tools

Languages

- English - fluent (read and write)
- Portuguese - fluent (read and write)
- Gujarati - fluent
- Hindi - fluent

Hobbies and Interests

I like reading, watching video tutorials on YouTube, being active on online forums and keeping updated.

I also watch international cricket and IPL.

References

Available upon request