



Dil Awaiz

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Date of birth: 23/10/1999 **Place of birth:** Multan, Pakistan **Gender:** Female

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Multan (Pakistan)

ABOUT ME

Motivated and detail-oriented MSc in Computer Science with 3 years of experience in WordPress design and on-page SEO. Proficient in Elementor Pro, WooCommerce, Shopify, Wix, and Squarespace, with a focus on creating SEO and speed-optimized websites. Passionate about transforming ideas into visually stunning, user-friendly designs that drive results.

Profile: gravatar.com/dilawaizarts

Portfolio: behance.net/dilawaizarts

EDUCATION AND TRAINING

Master's in Computer Science (MCS)

The Women University [06/08/2019 – 06/08/2021]

City: Multan | Country: Pakistan | Website: <https://wum.edu.pk/> | Level in EQF: EQF level 1

Bachelor's in Computer Science (BSc)

Bahauddin Zakariya University - BZU [01/08/2017 – 30/08/2019]

City: Multan | Country: Pakistan | Website: <https://bzu.edu.pk/> | Level in EQF: EQF level 1

Intermediate in Computer Science

Government Girls College For Women Shah Rukn E Alam [01/09/2015 – 12/09/2017]

City: Multan | Country: Pakistan | Level in EQF: EQF level 1

WORK EXPERIENCE

Web developer

CodeAge Pvt Ltd [15/07/2024 – Current]

City: Islamabad | Country: Pakistan

- SEO & WordPress Developer specializing in full WordPress development.
- Expertise in theme and plugin customization to meet unique client needs.
- Create SEO-optimized, mobile-responsive websites to drive traffic and conversions.
- Proficient in CMS platforms: Elementor Pro, Wix, Squarespace, Divi, and Shopify.
- Skilled in designing user-friendly and performance-driven websites for enhanced online presence.

Web developer

Influitive General Trading LLC [01/08/2023 – 15/06/2024]

City: Dubai | Country: United Arab Emirates

- Manage financial records, billing, invoicing, and collections.
- Greet visitors, assist with inquiries, and handle phone calls.
- Schedule appointments and maintain office calendars.
- Design, develop, and maintain responsive company website.
- Update website content and optimize for performance and usability.

Quality Control Specialist

NorthBay Solutions [01/09/2022 – 30/07/2023]

City: Lahore, Remote | Country: Pakistan

- Inspect products to ensure quality standards.
- Report defects and non-conformities.
- Maintain records of quality checks.
- Collaborate with teams to resolve quality issues.
- Implement and monitor quality control procedures.

Accounting officer

Master Advertising [01/09/2021 – 30/08/2022]

City: Multan | Country: Pakistan

- Daily job entries and record updates.
- Weekly and monthly report preparation.
- Manage bank details and customer data.
- Handle cash, ledgers, and invoices.
- File management and client information handling.

Accounting assistant

Star Alliance [01/01/2019 – 01/06/2019]

City: Multan | Country: Pakistan

- Manages product sales using ERP software.
- Prepares daily and monthly reports.
- Maintains client ledger and product supply records.
- Handles bank details and daily cash flow.
- Oversees financial and operational tasks.

DIGITAL SKILLS

Website Development with Speed Optimization

Search engine optimization / Squarespace CMS / Elementor Pro (Expert) / Page Builders (Elementor, visual composer, Divi, Beaver) / HTML, CMS (Wordpress), Javascript / WordPress and Wix

Designing Skills

Adobe Photoshop, InDesign, various online graphic tools / basic skills in graphic (canva)

Documentation

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING A2 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

COMMUNICATION AND INTERPERSONAL SKILLS

English as a Second Language (ESL)

Certified in **English as a Second Language (ESL)** from Ace School of Languages, enhancing communication, active listening, and interpersonal skills for professional and social engagement.

HONOURS AND AWARDS

[20/03/2019] Asim Computer Training Institute

Microsoft Office

CERTIFICATIONS

[21/03/2018 – 20/03/2019]

Microsoft Office Management by Asim Computer Training Institute

[01/07/2019 – 30/09/2019]

Graphic Design & SEO by ORM Digital Solution

[05/11/2019 – 05/01/2020]

Freelancing, Graphic Design, SEO by Digiskills

[28/09/2020 – 16/11/2020]

Graphic Design by Admire College

[01/08/2021 – 30/10/2021]

English as a Second Language (ESL) by Ace School of Languages

[15/02/2021 – 18/04/2021]

Content Writer by Pacesetter Oaks

[05/09/2021 – 13/12/2021]

Content Marketing & Advertising by E-Rozgar Program

[28/02/2023 – 28/05/2023]

Front End React JS Developer by Eziline Software House

[01/04/2023 – 30/06/2023]

Web Development by PNY Training Institute

HOBBIES AND INTERESTS

Web Design and Development

Learning New Tools or Software

Fitness or Yoga

Travelling