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**MUHAMMAD TAHA ZAMAN**

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**Personal Information:**

**-Age: 20**

**-Status: Single**

**-Working hours: Available for any time flexible hours for working**

**-Languages: \*Urdu – Native Language and English proficiency.**

**A Passionate Engineer having skills and hands-on experience in e-Commerce (FBA PL, WHOLESALE) and Digital Marketing. I am looking forward to a Dynamic Role to grow myself in my Professional Skills for mutual growth & success.**

**Education:**

**MATRICULATION – S.S.C. (Science Group)**

* **KARACHI PUBLIC SCHOOL Board of Secondary Education, Karachi-Pakistan.**

**Passing Year: 2018 in A1 - grade (85%)**

**INTERMEDIATE – H.S.C. (Pre-Engineering Group)**

* **DJ Sindh Govt. Science College Board of Intermediate Education, Karachi-Pakistan.**

**Passing Year: 2020 in A- grade (77%)**

**NED UNIVERSITY OF ENGINEERING & TECHNOLOGY Karachi, Pakistan.**

* **BACHELOR OF ELECTRICAL ENGINEERING (Status:-Doing)**

**Enrolled in 2021**

**Courses:**

**ENABLERS (Karachi-Pakistan)**

**-FBA Mastery of PL, WHOLESALE (With hands-on experiences)**

**(Under the mentorship of experienced trainers)**

**-Enablers Boot camp Student (Certified)**

**-EVS, VBC, ESP (Watched and practically implemented)**

**Amazon VIRTUAL ASSISTANT services:**

**• Seller Account Management**

**• Product Hunting**

**• Product Sourcing**

**• Shipment Planning**

**• Product Listing (Single / Variation)**

**• Listing Optimization**

**• Launching & Ranking**

**• Keyword Research**

**• Competitor Analysis**

**• Reviews Management**

**• PPC (Pay per click) Campaign Creation or ongoing Management**

**• Content Writing**

**• Order Management**

**• Record handling**

**• Customer Report**

**• Inventory Check**

**• Gating/Ungating**

**• Patent Check**

**• Account Creation**

**• Company Creation**

**• Trademark Registration**

**• Images Designing**

**• A+ Content Manager(EBC)**

**• Coupons and Promotions Creation**

**• FBM Orders Management**

**• Creating FBA Shipments**

**• Me to listings**

**• Listing Error Fixing 5665**

**• Customer Support**

**• Gating/Ungating**

**• Patent Check**

**Professional Experience:**

**Worked on different projects on Fiverr, Upwork, and various freelancing platforms in helping clients locally as well as international marketplaces like the UK, USA, CANADA, AUSTRALIA, etc. To manage and grow their successful business in e-Commerce and Digital Marketing.**

**Additional:**

* **Interpersonal Skills: Persistent, Tolerable, Optimistic, and Motivated**
* **Software: AutoCAD, MS Office specialized in MS Word, MS PowerPoint, MS Excel**
* **Certifications: Microsoft Office, AutoCAD**
* **Interests and Hobbies: Reading Motivational and Self-development Books, Cricket, Football, Gym, and Gaming**