

Brien Javed

Career Objectives

Looking for an opportunity to obtain a position as Web Development Project Manager with your company so that I can act on the skills and experience I have obtained in past positions.

Work Experience

Worked as a Website Assistant Manager at MARCELL TECHNOLOGIES. (Jan 2023-Aug 2023)

- Taking brief form clients through forms to understand their requirements.
- Reading brief to present the exact UI design as per client's business nature and requirements.
- Selling logo, websites, etc. on front sales through live chat, email and calls.
- Upselling Logo converted clients with new products like Website, SEO, and Social Media Marketing etc.
- Maintaining monthly ROI
- Developing new brands
- Converting Leads from follow-ups and Outbound.
- Checking quality of work done by designers and developers.
- Creating sales and business strategies to increase company's sales.
- Taking payments from clients on call through their card or system generated links.
- Achieving Month's Target.

Worked as a Website Project Manager at SLEEKHIVE TECHNOLOGIES. (Aug 2022-Dec 2022)

- Checking quality of work done by designers and developers.
- Upselling Logo converted clients with new products like Website, SEO, and Social Media Marketing etc.
- Converting Leads from follow-ups
- Selling logo, websites, etc. on front sales through live chat, email and calls
- Creating sales and business strategies to increase company's sales.
- Taking payments from clients on call through their card or system generated links.
- Achieving Month's Target.

**Worked as a Project Director at DONATI TECH.
(Apr 2021-July 2022)**

- Provided support to various sales operation team and ensured efficiency in information technology network.
- Providing support to existing and new clients.
- Remarkable ability to interact with both technical and non-technical teams.
- Assisted web development members and ensured high quality in production.
- Managing project throughout its completion.
- Interviewing designers and developers.
- Moving website to the live domain.
- Checking quality of work done by designers and developers.
- Taking changes from client on call and email.
- Selling logo, websites, SEO etc. on front sales through live chat and calls
- Creating sales and business strategies to increase company's sales.
- Upselling existing clients with new products like SEO, Social Media Marketing etc.
- Taking payments from clients on call through their card.
- Achieving Month's Target.
- Helping clients with basic website changes
- Verifying clients query by proof reading required changes
- Checking Logo formats with relevant to name, color and size
- Reading customers and feedback and analyzing appropriate changes
- Checking website content and functionality before sharing website with clients

**Worked as a Lead Website Project Manager and QA Analyst at ITSEC for
3.5 years.
(Sept 2017-Mar 2021)**

- Listening to customer's concern and handling refund cases
- Listening to customer requirements and presenting appropriately to make a sale
- Providing support to satisfy customer
- Rapport Building and Providing Customer Service
- Achieving monthly target
- Upselling products to the existing client
- Activated the clients who were inactive
- Creating sales strategies like BOGO offer, bundle deals, 5years hosting plan etc.
- Sending promotional emails to existing and new clients
- Handling online chat to provide support and make a sale
- Taking interviews for new hiring
- Helping clients with email accounts configuration

- Helping clients with basic website changes
- Updating clients query in the EMS system
- Creating new account for clients
- Creating invoice for clients
- Selling websites, logos, Mobile Apps and all related web services
- Verifying clients query by proof reading required changes
- Checking Logo formats with relevant to name, color and size
- Reading customers and feedback and analyzing appropriate changes
- Checking website content and functionality before sharing website with clients

Academic Qualification:

EXAM	INSTITUTION	YEAR
BSCS	Indus University	2022
F.SC	Govt. Degree Boys College	2016
S.S.C	ST Patrick's High School	2013

Languages Known

<u>Language</u>	<u>Level</u>	
English	Written and Conversational	Expert
Urdu	Written and Conversational	Normal
Punjabi	Conversational	Expert

Technical Skills

- Microsoft Windows 7/8/10, Microsoft Office 97 / 2019.
- Hardware Knowledge
- Windows installation

Personal Work Attributes

- Excellent Health Record.
- Willing to do overtime and work on shift basis when needed.
- Communication Skills: Ability to articulate and can develop logical solution.
- Responsibility: for making decisions and making consequences.
- Challenges: can work in any demanding environment.

Personal Info

Date of Birth: 29th Feb, 1996
Nationality: Pakistani
Religion: Christian
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“References to be furnished on request”