



# AIMAN NASEER

## PROJECT MANAGER

### ABOUT ME

A dedicated young and highly diligent student currently enrolled in a BSCS degree, attaining high grades and embracing extracurricular university activities and societies supporting subject areas and personal interests.

### EDUCATION

#### Intermediate

Degree College 2018-2020

#### Bachelor of Computer Science

Hamdard University 2020-Present

### EXPERIENCE

#### Codvent

Manager 2024 - Present

- As a project manager, I excel in collaborating with clients to meticulously define project requirements and scope. I adeptly allocated resources, considering team members' skills and workloads, to ensure optimal task assignments. Through a meticulous timeline, I consistently deliver projects within specified constraints. Moreover, my commitment to quality assurance involved overseeing rigorous testing processes, and guaranteeing the reliability and excellence of software products.

#### PakiGurus

Remote Office Assistant 2022 - Present

- I serve as a remote office assistant, where I handle a wide range of administrative responsibilities to facilitate smooth business operations. This involves managing calendars and coordinating virtual meetings. I also handle email correspondence, organize documents, and provide technical support as needed. Additionally, I contribute to the development and maintenance of efficient remote office systems, ensuring seamless communication and collaboration among team members.

#### Nexterse

Social Media Marketing Intern Oct 2023 - Dec 2023

- I focused on crafting engagement for various social media platforms, aiming to capture audience attention and drive interaction. I actively engaged with online communities, responding promptly and initiating interactive initiatives. Additionally, I supported the development and analysis of social media campaigns, working to optimize their performance. I contributed to strategic social media growth initiatives, aligning efforts with broader marketing objectives.

### CONTACT

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📍 Karachi, Pakistan

### SKILLS

- Communication
- Time management
- Organization
- Technical skills
- Creativity
- Research
- Content Writing
- HTML,CSS,PHP
- SQL
- DBMS
- Proficiency in Microsoft Office

### LANGUAGES

- English (Fluent)
- Turkish (Basic)

## CERTIFICATIONS

- Software Testing Tutorial
- My SQL Basics
- Introduction to Cybersecurity
- SEO for Beginner's
- Content Marketing Basics
- Digital Marketing
- Introduction to Ethical Hacking

## ACHIEVEMENTS

- HU ACM student chapter  
EVENT MANAGER 2020-2022
- AGILE.PK  
EXECUTIVE MEMBER 2021- 2022
- GDSC-HAMDARD UNIVERSITY  
TEAM CONTENT WRITING HEAD  
2022-2023

### Breaking Official

Web Writer

2022-2023

- I conducted research on various topics and authored original content for websites. I focused on optimizing this content to enhance search engine visibility and engage users effectively. Additionally, I meticulously proofread and edited content to ensure accuracy, clarity, and proper grammar usage.

### AlMasajid.Com

Web Writer

2022-2023

- I was responsible for both authoring and editing technical documentation, user manuals, and knowledge base articles for software products, ensuring that they were accurate, clear, and consistent. I worked closely with product development and engineering teams to gather necessary information and transform technical details into user-friendly content. Additionally, I conducted interviews with subject matter experts to extract essential information and insights, enriching the content creation process.

### CodeSoft

Jr. Content Writer

2021-2022

- Provided valuable support to the content team by conducting research and contributing to the development of technical articles, blog posts, and social media content. I proactively acquired and applied SEO techniques to enhance the online visibility of the company's content. Additionally, I played a crucial role in proofreading and editing technical documents to uphold high-quality standards and ensure accuracy.