

# MUHAMMAD AREEB

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## EDUCATION

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**Bachelor in Computer Science**, University of Sahiwal 2020-2024

Relevant Coursework: DSA Algorithm Design and Analysis, Android Development

**CGPA: 3.35/4.00**

**Intermediate in Computer Science**, GOVT Post Graduate College Sahiwal 2018-2020

Relevant Subjects: C Programming, MS Access Database

**Matriculation in Computer**, Govt Comprehensive School Sahiwal 2016-2018

Relevant Subjects: Computer Science

## SKILLS

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<b>Soft Skills</b>	Communication, Teamwork and Collaboration, Problem Solving, leadership
<b>Tools</b>	MS Office, Software Applications, Android Studio, VS Code, SSMS, Git, Canva, Filmora,
<b>Extra Activities</b>	Experimenting with Tech

## EXPERIENCE

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**Role** Social Media Assistant March 2026 - Cont.

**Company** QTO Solutions, Pre-Construction Estimation, Cost Control Atlanta, Georgia USA

### Responsibilities

- Manage and assist in daily social media operations to ensure consistent brand presence and engagement.
- Create visually appealing designs for social media posts, campaigns, and promotional content.
- Assist in maintaining brand consistency across all digital platforms and communications.
- Stay updated with platform algorithms, trends, and best practices to maximize content reach.
- Experiment with new content formats such as reels, carousels, and short-form videos.

**Role** Admin Manager & HR February 2025 - February 2026

**Company** The Trolley, An Online Supermarket for Everyday Needs Sahiwal

### Responsibilities

- Oversee daily administration operations, ensuring smooth and efficient office management.
- Manage inventory and supplies to support uninterrupted business operations.
- Maintain and operate the administrative panel for streamlined workflow and reporting.
- Compile and manage employee documentation, including contracts, appraisals, and compliance records.
- Oversee the full employee life cycle, including recruitment, onboarding, and offboarding

**Role** Admin Officer November 2024 - February 2025

**Company** MKM Enterprises Sahiwal

### Responsibilities

- Maintained accurate records of daily sales transactions and inventory, ensuring data consistency and timely reporting.
- Handled general administrative and office tasks, including document preparation, filing, and correspondence.
- Assisted in coordinating office operations, supporting team efficiency and smooth day-to-day functioning.

**Role** Intern  
**Company** Advance Network Technology

November 2022 - February 2023  
Karachi, PK

**Responsibilities**

- Designed company posts for social handles using Canva.
- Managed invoice generation.
- Served as a social media manager.
- Learn network engineering.
- Oversaw daily office operations, including scheduling, coordinating meetings, and supporting staff with administrative needs.

**Role** Graphic Designer

August 2020 - 2023

**Company** Fiverr

World Wide

**Responsibilities**

- Designed posts for social handles
- Designed Company logos
- Designed Custom Icons

**PROJECTS**

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**Doctor Appointment System (FYP):** Designed and implemented an Android application that facilitates patients in scheduling online appointments with doctors, ensuring ease of access through a user-friendly interface developed using Android Studio and Java, with Firebase integration. Additionally, doctors can register and accept appointments from patients.

**REFERENCE**

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Reference Will be provided on demand