

Uzaib Ahmed Siddiqui

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EDUCATION

Google <i>Google IT Support Professional Certification</i>	Toronto, Ontario Feb 2025 (Complete)
Preston University <i>Bachelor of Computer Science</i>	Karachi, Pakistan Nov 2018-Aug 2022
Board of Science Technical Education <i>Associates Diploma in Information Technology</i>	Karachi, Pakistan Apr 2016-Sept 2019

EXPERIENCE

IT Helpdesk Analyst/Website Maintenance (Part Time) <i>Aulakh ATM Services Inc.</i>	May 2024-Present Toronto, Ontario
<ul style="list-style-type: none">Diagnosed and resolved hardware and software issues through effective troubleshooting.Installed and configured software applications as required.Managed debugging, version control and front-end design to enhance the performance and user experience of WordPress websites.Provided prompt customer support via phone, resolving inquiries and issues through ticketing systems.	
WordPress Developer (Night Shift) <i>RGS Digitals</i>	Sept 2023-May 2024 Karachi, Pakistan
<ul style="list-style-type: none">Converted PSD designs into dynamic WordPress websites to ensure seamless user experience and to improve website performance.Developed and designed landing pages based on client briefs to enhance functionality, engagement and to meet specifications.Utilized WordPress page builders like Elementor and Wix to create visually appealing, responsive websites with advanced animations and user-friendly interfaces.Integrated third-party plugins with custom CSS for seamless design alignment.	
Web Developer/Designer <i>ePlanet Olive Digitals Pvt Inc.</i>	Apr 2022-Apr 2024 Karachi, Pakistan
<ul style="list-style-type: none">Built dynamic WordPress websites with customized features to enhance functionality and user interaction.Designed and implemented WPForms and Mailchimp integration, providing clients with training and support to effectively manage content and capture leads through their websites.Managed content updates, handled WordPress migrations, optimized SEO performance and provided ongoing technical support for WordPress sites.Focused on improving user experience and site performance by optimizing WordPress websites for speed, security and scalability.	
Human Resources Administrative Assistant (Contract) <i>Emaar Properties Dubai KSA</i>	Apr 2022-Dec 2022 Al Souk Madinat, Dubai
<ul style="list-style-type: none">Managed administrative software and CRM to create and update client policies, historical information and tasks.Assisted management in daily tasks, project coordination and decision-making processes to ensure smooth operations.Managed and received inventory to verify quantities and condition of goods.Organized records, generated reports and created documents using Excel and Word for efficient HR documentation.	

TECHNICAL SKILLS

Web Development: HTML, CSS, Bootstrap, jQuery, WordPress, Adobe Photoshop, WordPress Web Development, Woo-commerce, Convert Custom Designs to WordPress, SEO, Optimization, Elementor, Wix

IT Support: Software Installation and Configuration, Hardware Repair, Jira, Windows Operating System, Mac IOS, Linux, Performance Test, Problem Solving, Tech Support, Teams 365, , Troubleshooting, Active Directory, Networking, DHCP, TCP/IP, VPN, Ticketing System.

FREELANCE PROJECTS

- <https://afsanayclothing.com/>
- <https://projotextechnologies.com/>
- reveal-art-and-tattoo-gallery.ourstaginglink.com
- <https://evodesigner.com/>
- <https://seattleolympicpizza.com/>

MULTILINGUAL

English, Hindi, Urdu and Punjabi