

Muhammad Anwar Nadeem

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anwarnadeem111@hotmail.com

0333-6982469

Islam Nagar, Haveli Lakha Okara Pakistan

anwarnadeem.com

linkedin.com/in/muhammad-anwar-nadeem-0471652b



EXPERIENCE

Personal Profile

Creative individual with keen ambition for completing assigned tasks in time. I am organized and efficient. For the last 10 years I have developed a wide range of skills that keep me ahead of the pulse. I pride myself in being reliable and committed to the project at hand. I'm a virtual assistant/social media manager by skill and I listen with intent, I work with determination, and I communicate effectively. My concentration to detail is matchless. My goal is to under promise and over deliver always!

I feel that I am positive and outstanding communicator and am entirely at ease with interacting and influencing peers, partners, assistants and decision making management, both within and outwardly to my working environment.

My enthusiasm and keenness allows me to be highly trainable and fast at learning new skills.

- A Reliable Web Researcher and Personal Assistant
- Have nearly 10 years professional experience in the field of writing
- Expert in book reviews
- Expert Article writer
- Capable of summarizing books into articles
- Experience in creating questions and answer from the given text
- Good Experience of MCQs creation
- Worked extensively on the given keywords
- Good Experience of writing on the given title

Distinctions

- Top 5% contractor
- Nomination for Tamgh-i-Imtiaz 2012 (Pakistan Civil Award) 14th. August,2011.
- Nomination for Best in outreach/extension services 2009Govt.of the Punjab
- Slam Teacher Award 2004(Govt. of Punjab)
- Best Teacher Tehsil Depalpur 2001-02
- Appeared in P.T.V. World program “News Morning” on 04-10-2006 regarding the celebration of “Slam Teacher Day”.

Present Job

Freelancer at oDesk

Profile url: <https://www.odesk.com/users/~01d0119c7e279c44b4>
EST (BPS#15) Govt. H/S No.1, Haveli Lakha (Okara)

- Teaching English and other subjects at elementary as well as secondary level.

Responsibilities & Extension Services

- SMM Role
- Web Research
- Data Mining
- Email Response Handling
- Model Teacher Role
- Motivated students to be more active in learning process.
- Playing an active role regarding co-curricular activities for enhancing the students' enthusiasm for study.
- I am always prepared to take the responsibility even about the fugitives and desperate students.
- Motivated other teachers to update their academic and professional qualification so that they may compete the modern requirements of the age.
- Consequently numerous teachers (PSTs and ESTs) passed graduation and many of them passed B.Ed. as I remained encouraging them continuously and also offered my practical support.

Social Media Profiles url/s

Facebook

<https://www.facebook.com/anwrnadeem>

Twitter

<https://twitter.com/anwarnadeem>

Google Plus

<https://plus.google.com/117793648428877691541>

Instagram

<http://instagram.com/anwarnadeem111>

Soundcloud

<https://soundcloud.com/anwarnadeem111>

Skills & Competences

Web Research	
Data Mining	
SMM Role	
MS Office	
In page	
Corel Draw	
Team Management	
Communication	
Decision Making	
Creative	

Past Projects on oDesk

Links to my SMM contracts

Alessio Astolfi - Advertisement for my facebook page
<https://www.odesk.com/d/contracts/13881924>

Alex Bundock - Finding Facebook Pages
<https://www.odesk.com/d/contracts/13855539>

Social Buzz Boston - social media marketing needed
<https://www.odesk.com/d/contracts/13834588>

Bernard Huang - 10 Social Signals
<https://www.odesk.com/d/contracts/13803787>

GROUPEDISCOUNT - Facebook marketing
<https://www.odesk.com/d/contracts/13723902>

Pence Enterprises, Inc. - Test assignment – smm
<https://www.odesk.com/d/contracts/13710976>

Touch - Social Media Promotion, Posting and Management Peter Banigo(Adult Content)
<https://www.odesk.com/d/contracts/13646824>

Amstadd - Social media expert: Twitter and LinkedIn
<https://www.odesk.com/d/contracts/13610394>

EDWARD SWEENEY - Face book, twitter, Google+ etc
<https://www.odesk.com/d/contracts/13562429>

Oliver Rivers - SMM on a monthly based payment- for the long run
<https://www.odesk.com/d/contracts/13539454>

Eyal Raz 4xp - facebook manager
<https://www.odesk.com/d/contracts/13393281>

Ramez Basmaji social media markiting — http://WWW.HAMACLB.NET
<https://www.odesk.com/d/contracts/13206569>

David Concheso I need some one to update and maintain Facebook and Twitter — dc
<https://www.odesk.com/d/contracts/13217986>

Alberto Samuels Find groups to post to in social networks — MedicareHelpNY
<https://www.odesk.com/d/contracts/12948327>

FB page/s Experience

I am already working on the following pages
<https://www.facebook.com/ramezbasmaji>
<https://www.facebook.com/OnlineHorseCollege>
<https://www.facebook.com/touchsocial>
<https://www.facebook.com/hayaalhouti>
<https://www.facebook.com/BonnieBath>
<https://www.facebook.com/pages/Tiny-Acorns-Learning-Centre>
<https://www.facebook.com/calgarychildrenstheatre>
<https://www.facebook.com/emotionmassage>
<https://www.facebook.com/KuoobMobile>
<https://www.facebook.com/pages/Alessio-Astolfi/1374956469395862>

Education

Formal Education

2012 Islamia University Bahawalpur M.Ed. Obtained Degree (B)

2009 MIIM Islamabad DEPM (Diploma Education Planning & Management) (B+)

1999 Punjab University Lahore M.A. Punjabi Obtained Degree (B)

2000 Punjab University Lahore B.Ed (B) Elective Sub: Urdu, Isl. (B)

1992 Punjab University Lahore B.A. (B) Sub :(Isl.St., Punjabi, Persian)

1990-1991Govt. Ele. Teachers Training College Gakhar GujranwalaC.T.
(G) Grade B Sub :(Including Urdu, Science)

1990 BISE Lahore F.A. (B) Sub :(Isl.st. H. &Phy.Edu. Punajbi,)

1987 Govt. H/S No.1, Haveli Lakha BISE Lahore Matric (C) Sub: (Phy.Chem. Bio. Math.)

Other Education

2000, 1999(Study of the Holy Quran Course 12th. 13th.) 1999(Study of Islam)

1993Mutalia Tarjma Al-Quran-o-Ahadees (Tamgha Istaqlal) 1991Takmeel-e-Tarjma Al-Quran 2004 Islam Kia Hay1986 (Sanad-e-Imtiaz)

1986 (Sanad-e-Izaz) 1987 (Sanad-e-Adab) 1988 (Shahadat-e-Adal) 1988 (Shahadat-e-Ambiya-ul-Quran) Learn Direct

Interests

Research, Internet Browsing, Study, Radio Listening; have achieved Best Club Award 1992, Club of the year Award 1995 from DW (VOG). Maintaining excellent mutual relations with concerned.