

Shebin Shaz

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Summary

Experienced Sales and Marketing and IT professional at Black Rock Petroleum DMCC, providing complete IT support solutions including web hosting, email setup, and computer-related technical assistance. Skilled WordPress web developer, intermediate graphic and motion designer, and SEO specialist with a strong creative and technical background. At Teqnify, effectively manages a team of developers and designers to deliver high-quality web, app, and branding solutions, act as a sales person to contact clients and try to close the deals.

Education

Jain University, MBA in Operations and System Management Jan 2022 –

- Pursuing

Pondicherry University, UG in BCOM Sep 2018 – Sep 2021

- Graduated with CGPA - 6.79 / 10

Experience

Digital Marketing and Web Developer, Black Rock Petroleum DMCC – Dubai, UAE Dec 2023 – Present

- Developed and maintained multiple company WordPress website, ensuring smooth performance, SEO optimization, and regular content updates.
- Designed and produced marketing materials, including brochures, company profiles, and social media creatives.
- Provided complete IT and technical support solutions, including system troubleshooting, hosting management, and email configuration.
- Created and edited motion graphics and promotional videos to enhance the company's digital presence.
- Managed and optimized search engine visibility, improving online ranking and traffic.
- Collaborated with management to develop branding and marketing strategies for business development.
- Designed corporate communication setup, including professional email systems, business cards, and letterheads.

Management and Co-Founder, Teqnify – Kerala, India Jun 2023 – Present

- Led a team of developers and designers to deliver custom web and app development projects for clients in various industries.
- Contacted potential clients, did meetings with them and closed deals.
- Oversaw project management, ensuring timely delivery, quality assurance, and client satisfaction.
- Managed creative and branding strategies, coordinating design, UI/UX, and marketing efforts for client projects.
- Contributed to business growth and partnerships, helping expand Teqnify's service portfolio and client base.

Skills

Softwares: WordPress | Elementor builder | Adobe Illustrator | Adobe After Effects | Canva | Capcut | Adobe Acrobat | ChatGPT | Gemini | Claude Ai | Cursor Ai | Figma

Technologies: HTML | CSS | SEO Tools (Ahrefs, SEMrush, Google Search Console, Google Analytics)

IT and Systems: Email Configuration | (Outlook, Hostinger, GoDaddy, OnlyDomains, Namecheap, cPanel, MX Records) | Web Hosting Management | DNS and Domain Setup | Google Workspace | Microsoft 365

Creative and Marketing: Social Media Management | Graphic Designing | Video Editing | Motion Graphics | Branding and Identity Design | Content Strategy | Digital Marketing

Languages: English (Fluent) | Hindi (Intermediate) | Malayalam (Native)

Professional Skills: Team Leadership | Project Management | Client Communication | Problem Solving | Time Management | Attention to Detail