

Adnan Rauf

S/o Abdul Rauf

Address: H. No. CB-2855, Ikram Street, Near Noor College,
Tench Bhatta, Rawalpindi Cantt.

Contact No. +92 333 537 6224, +92 321 503 6414

Email: mindz.xpert@gmail.com

Date of Birth: 27th January, 1984

Marital Status: Married

Domicile: Punjab (Rawalpindi)

CNIC No: 37405-0628782-9



Dedicated and results-driven IT professional with an extensive 16-year track record of delivering strategic technological solutions across diverse private and public sector environments.

Work Experience

Designation:

Senior Content Strategist

Name of Organization:

Zinlab Technologies (PVT) Ltd. Bahria Town

Total Duration:

2 Years (June, 2021 - Update)

Duties & Responsibilities:

- Develop comprehensive content strategies aligned with business goals.
- Lead a team of content creators, providing guidance and feedback.
- Conduct content audits and market research to inform strategy.
- Create and manage content calendars, ensuring timely delivery.
- Collaborate with cross-functional teams to ensure consistency.
- Analyze content performance and refine strategies accordingly.
- Monitor industry best practices to enhance content quality.

Designation:

Data Processing Assistant (SPS-8)

Name of Organization:

Pakistan Medical & Dental Council (PM&DC), Ministry of Health

Total Duration:

6 Years (April, 2015 - April, 2021)

Duties & Responsibilities:

- Generate and compile reports based on processed data.
- Collaborate with teams to ensure data integrity and consistency.
- Assist in data entry, validation, and verification processes.
- Organize and maintain databases with accuracy and efficiency.
- Follow data security and privacy protocols strictly.
- Maintain documentation of data processing procedures.
- Support data analysis tasks by preparing structured datasets.

Designation: **Data Entry Operator (BPS-12)**
Name of Organization: Pakistan Military Accounts Department (PMAD), Ministry of Defense
Total Duration: 8 Years (September, 2007 - April, 2015)
Duties & Responsibilities:

- Maintain confidentiality and security of sensitive information.
- Update and manage records and files as per company standards.
- Input accurate and timely data into databases and systems.
- Verify and correct data to ensure high quality and reliability.
- Collaborate with team members to meet data-related goals.
- Generate basic reports and summaries from entered data.
- Adapt to software changes and process improvements.

Academic Information

Degree / Certificate	Field	Session	Institution
M.S (SE)	Software Engineering	2014-Freezeed	PMAS, AAUR, Rawalpindi
B.S (CS) Hons.	Computer Science	2002-2006	AIOU, Islamabad
F.Sc	Engineering	2000-2002	Rawalpindi Board
Matric	Science	1998-2000	Federal Board

Professional Skills

- Hands-on Experience in WordPress & DBMS Utilities
- Data Analyst & System Navigation Expertises
- Content Writing & Planning, SMM, OnPage, OffPage SEO
- Good Communication Skills
- Managerial Skills
- Presentation Skills