Usman Zayyana

Computer Applicationist

About Me

As a dedicated professional with a passion for technology and a flair for creativity, I bring a unique blend of education and self-driven expertise to the table. Having studied Computer Applications and being a self-taught Digital Marketer, Copywriter, and Graphic Designer, I thrive on exploring the endless possibilities at the intersection of technology and creativity.

Skills

Technical Skills:

- Programming Languages: Python, JavaScript, Java, C++, HTML/CSS
- Web Development: React, Node.js, Django, PHP
- Graphic Design: Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Digital Marketing: SEO, Google Analytics, Google Ads, Social Media Marketing
- Version Control: Git

Soft Skills:

- Teamwork: A collaborative and supportive team player, adept at working effectively on multidisciplinary projects and fostering a positive team environment.
- Good Communicator: Strong communication skills, both written and verbal, enabling clear articulation of ideas and effective interaction with colleagues and stakeholders.
- Problem-Solving: A logical and analytical thinker, capable of identifying and resolving complex technical challenges efficiently.
- Adaptability: Quick to adapt to changing circumstances and open to learning new technologies and methodologies.
- Time Management: Efficient in prioritizing tasks, meeting deadlines, and managing workloads to deliver high-quality results.
- Creativity: A creative approach to problem-solving and design, bringing innovative ideas to technical projects and marketing campaigns.
- Leadership: Demonstrated leadership abilities, guiding teams and motivating individuals to achieve common goals.
- Critical Thinking: Strong critical thinking skills to evaluate alternatives and make well-informed decisions.
- Attention to Detail: Meticulous in ensuring accuracy and precision in coding, design, and project execution.
- Initiative: Proactive in taking ownership of tasks and going the extra mile to contribute to project success.

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Learn More

Portfolio:https://zedusman.github.io/portfolio/

Twitter: https://twitter.com/zed__usman

LinkedIn: www.linkedin.com/in/usmanzayyana

Facebook: https://www.facebook.com/z36.v1/

My Education

Currently studying for a Degree at GD Goenka University

Bachelor in Computer Application
Expected graduation year: July 2023.

A member of the Football and Artificial Intelligence Club

My Experience

Zaytun Green Revival and Charity Initiative
Secretary and Director of Public Relations
Secretary Responsibilities:

- Meeting Coordination: Schedule and organize regular meetings for the organization, including board meetings, team meetings, and other gatherings, ensuring that all members are well-informed of the meeting times and locations.
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- Meeting Documentation: Prepare and distribute meeting agendas, take accurate minutes during meetings, and ensure timely distribution of minutes and action items to all relevant parties.
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- Record Keeping: Maintain a well-organized record-keeping system for important documents, such as bylaws, financial records, membership information, and legal documents.
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- Correspondence: Handle incoming and outgoing communications, including emails, letters, and phone calls, ensuring that all inquiries and requests are addressed promptly and professionally.
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- Membership Management: Oversee the membership registration process, maintain an up-to-date database of members, and manage membership renewals and communications.
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- Compliance: Ensure that the organization complies with all relevant laws, regulations, and reporting requirements.
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- Event Support: Assist in organizing and coordinating events and campaigns, ensuring smooth execution and logistics.
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- Collaboration: Work closely with other board members and team leaders to facilitate effective communication and collaboration within the organization.

Director of Public Relations Responsibilities:

- Media Relations: Cultivate and maintain relationships with local and national media outlets, including newspapers, magazines, television, and online platforms, to generate media coverage for the organization's campaigns and initiatives.

- Social Media Management: Oversee the organization's social media presence and content strategy, ensuring regular and engaging posts that promote awareness and engagement with the organization's activities.

- Content Creation: Create engaging and informative content for the organization's website, newsletters, and promotional materials, highlighting the impact of the campaigns and the importance of environmental conservation.

- Public Awareness Campaigns: Develop and implement creative and impactful public awareness campaigns to promote tree planting, sustainable practices, and environmental responsibility.

- Partnerships and Sponsorships: Identify potential partners, sponsors, and collaborators to expand the organization's reach and resources, fostering mutually beneficial relationships.

- Event Promotion: Promote the organization's events and initiatives through various channels to maximize participation and community engagement.

Internshala Student Partner

Internshala • Remote • Sept. 2022 - Present
- Created awareness about Internshala among peers about Internshala
- Led a team of fifteen and executed various projects regarding the awareness of Internshala successfully
- Gave a presentation about Internshala in front of 200 people and received appreciation

E-Commerce website

Personal project • June 2022.

I built and designed an e-commerce website with HTML, CSS, and JavaScript. It consists of 4 other web pages which include a home page, a product page, a cart page, and an account page. https://bejewelled-bubblegum-c299cf.netlify.app/index.html

Portfolio Website

Personal project • Oct. 2022

I built and designed a UI/UX fully responsive portfolio website with the use of HTML, CSS, and Javascript.
https://zedusman.github.io/portfolio/