

***IT Governance, Technical Mastery, Creative Impact. Sustainable and Long-Term Business Growth*****Sajid Rashid**

Currently, I work part-time remotely for **Mert Dokum Inc. (Istanbul)**, handling all aspects of online and digital business development operations.

Available to join immediately.

Linkedin Profile:

<https://www.linkedin.com/in/visitsajid/>

**Place of Birth:** Mumbai, India

**Date of Birth:** 2nd October 1979

**Nationality:** Indian

**Residence:** Istanbul, Turkey

**Email:** [contact@visitsajid.com](mailto:contact@visitsajid.com)

**Mobile/WhatsApp – Turkiye :** +90 531 699 4604

**Portfolio:** <https://visitsajid.com>

**Certificate Copies:** <https://visitsajid.com/certificates.pdf>

**Experienced Multidisciplinary Professional:** I have largely been self-taught, learning through real-time experimentation and hands-on experience.

**Core Competencies:**

- ASP.NET Secure Web Development
- SharePoint Administration & Development
- ERP & API Integration | Data Migration
- Business Analysis & Data Analytics
- Cloud, Domain & Hosting Administration
- Microsoft Office 365 & Google Workspace Management
- Microsoft Dynamics CRM Implementation & Configuration
- SEO & Digital Marketing Strategy
- Graphic Design, Video Editing & Content Creation



## COVER LETTER / PROFESSIONAL SUMMARY

Dear Hiring Manager,

I hope this message finds you well.

With over 27 years of hands-on experience in IT, secure web development (ASP.NET), SharePoint, Office 365, cloud solutions, ERP/API integration, SEO, and digital marketing, I've had the opportunity to contribute to a range of meaningful digital transformation projects across Saudi Arabia, Turkey, and the UAE. I've enjoyed working with organizations like MERT Group and EPF Construction, where I applied advanced technologies and built multilingual platforms for global audiences.

Throughout my career, I've focused on combining technical expertise with practical business insight to create scalable, cost-effective solutions that support real growth. Most recently, at Mert Döküm Group in Istanbul, I managed web systems, cloud infrastructure, and business automation tools to streamline operations and improve outcomes.

I'm currently available and would be excited to bring my diverse skill set to a team that values innovation, efficiency, and collaborative problem-solving.

Thank you for taking the time to review my application. I look forward to the opportunity to connect and explore how I can contribute to your team.

Warm regards,

**Sajid Rashid**

SKILLS / CAPABILITIES

Web Engineering & Integration

- **SharePoint Development & Integration** – Advanced in MS SharePoint development with workflow automation and seamless system integration.
- **Custom Web Development** – Full-stack web development (front-end/back-end) for business apps.
- **Business Process Automation** – Automating workflows to cut costs, save time, and support real-time analytics.
- **API & ERP Integration** – Integration of ERP systems and APIs with custom platforms. (E.g. Microsoft Dynamic with SharePoint)
- **SEO & Web Analytics** – Proficient in SEMrush, Google Analytics, and Meta tools for SEO and performance tracking.
- **Multilingual Interfaces** – Designing and managing UIs in Arabic, English, Turkish, French, and German.

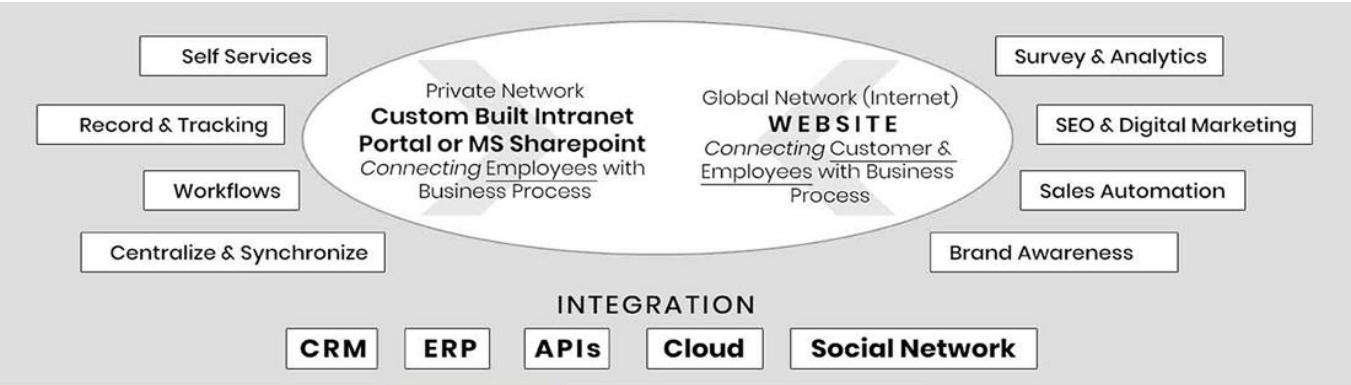
IT Administration & Cloud

- **SharePoint Admin** – Site and permission management, team collaboration, and intranet solutions.
- **Cloud & Hosting** – Administering VPS, domain/hosting platforms, and server configurations.
- **Office 365 & Google Workspace** – Setup and administration for business communication and productivity.

Digital Marketing & Online Growth

- **Lead Generation & Paid Ads** – Running PPC and social campaigns for leads and brand visibility.
- **Content & Social Media** – Managing branding, social channels, email marketing, and CMS tools.
- **Digital Tools** – Skilled in Meta Business Suite, Google Marketing Platform, LinkedIn, SEMrush.

Development Tools	1997	<b>Software / Tools</b> <ul style="list-style-type: none"><li>• MS Dos, MS Windows, WordStar, Lotus</li><li>• Visual Basic</li><li>• Adobe Photoshop &amp; Illustrator</li><li>• 3D Studio Max (Modeling)</li><li>• HTML, CSS, ASP, MS Access, JavaScript</li><li>• ASP.NET, VB.NET, MS Visual Studio</li><li>• MS SQL Server Database</li><li>• MS SharePoint Administration &amp; Development</li><li>• Bootstrap CSS &amp; Jscript</li><li>• Adobe Premier Pro and Adobe Animator</li><li>• API and ERP Integration</li><li>• Google Search Console, SEMrush, Meta &amp; Google Analytics.</li></ul>	<b>Yrs. of Exp.</b> 1 Year 2 Years 24 Years 1 Year 22 Years 15 Years 15 Years 13 Years 6 Years 7 Years 5 Years 2 years
	2024		



## WORK EXPERIENCE

From March 2023 – Present

**Digital Business Development Manager at [Mert Döküm Group](#) Istanbul, Turkey**

*Responsibilities: Overseeing digital transformation and development, as well as marketing production and sales automation.*

December 2022 to March 2023 (4 Months)

**IT & Digital Marketing Manager at [InvestGC](#) Istanbul, Turkey**

*Responsibilities: Managing business presence and presentation, as well as developing business process automation*

Sept. 2021 to March 2022 (7 months)

**E-Commerce Manager at E World Partner Istanbul, Turkey**

*Responsibilities: Developed the echo e-Commerce System*

July 2009 to August 2021 (12 years)

**Sr. Business Analyst Development at**

**[Al Ittefaq Steel Products Co.](#)**

Dammam, Saudi Arabia

*Summary: Creating a Systematic Applications to Automate the business process (reduce cost & time) for the customer as well as employees by keeping it up the motivational central web-based business platform (MS SharePoint & Asp.net).*

### ACTIVITIES

- Automate business process (applications development)
- SEO & Data Analytics
- MS SharePoint implementation & development
- SAP Integration with MS SharePoint
- Domains / Hosting, Cloud administration SCSM Implementation & Configuration
- Presentations & Photography

Jan. 2009 to June. 2009 (6 months)

Animation Designer & Web Developer at [Team Young & Rubicam](#) (Riyadh, Saudi Arabia)

*Activities: Website Development, Web Banners, Flash Animation, Animated Demo of Advertisement Campaign, etc..*

July. 2007 to March. 2009 (1 year / 9 months)

Designer & Web Developer at [Al Tuwairqi Holding Co.](#) (Dammam, Saudi Arabia)

*Activities: Web Designing & Application Programming, All types of Print Advertisements, Animations & 2D/3D Presentations.*

August. 2001 to June. 2007 (6 years)

Designer & Web Developer at [Comprehensive Systems Co.](#) (Riyadh, Saudi Arabia)

*Activities: Web Designing & Application Programming, All types Of Print Advertisements, Animations Presentations.*

Sept. 1998 to July, 2001 (3 years)

Marketing Coordinator & Graphic Designer [Kwality Pvt. Ltd.](#), (Mumbai — India)

*Activities: Packaging Design. Outdoor billboard design & all types of Print Advertisements*

## BASIC EDUCATION

**Passed SSC Secondary Examination**  
Maharashtra Board (Mumbai)

**Computer Programming in VB & FoxPro**  
Venus Computer Classes

**Diploma in Graphic Designing**  
IQRA Computer Training Institute

**Passed HSC Secondary Examination**  
Maharashtra Board of Higher Secondary Education

## OTHER CERTIFICATIONS

Sept. 2024	<b>Mastering Digital PR with Brian Dean</b>
Sept. 2024	<b>Digital Marketing for SMBs with Greg Gifford</b>
July. 2023	<b>Digital Transformation and Sustainable Development</b> United Nations System Staff College (UNSSC)
Dec. 2020	<b>General Training – IELTS</b> (Overall Band Score 6.0)
Feb. 2019	<b>Digital Sales - Google Partners</b> (This assessment covers basic concepts in online advertising and sales skills.)
March. 2018	<b>Digital Marketing - Emeritus Institute of Management</b> (Customer Engagement, Social Media, Planning & Analytics)
Jan. 2018	<b>SharePoint 2016: Developer</b> Microsoft Workshop PLUS
Nov. 2017	<b>EY Ernst &amp; Young</b> Communications Skills
March 2014	<b>System Center Service Manager 2012 (SCSM)</b> Microsoft WorkshopPLUS - Planning, Deploying and Managing
April 2013	<b>SharePoint 2010 - Microsoft WorkshopPLUS</b> Security (Backup Recovery & Availability)
May, 2011	<b>Microsoft Certified Technology Specialist</b> SharePoint 2010, Configuration.
Feb. 2010	<b>Microsoft SharePoint 2010, App. Development</b> New Horizon CLC (Dammam – Saudi Arabia)
Sept. 2009	<b>Microsoft .NET Framework Web-Based Client Dev.</b> New Horizon CLC (Dammam – Saudi Arabia)

## Hobbies

- Reading business and motivational books
- Creating videos for my YouTube channel (<https://youtube.com/@visitsajid>) to enhance content creation and video editing skills
- Organizing and optimizing creative workspaces for focus and productivity.

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*Thank you for reviewing my profile. I look forward to the opportunity  
to contribute and grow with your team.*