FURQAN FAZAL

About Me

Skilled professional with experience in QA, HR assistance, WordPress frontend development, and administrative tasks. Strong in detail-oriented work, team support, and building responsive websites using HTML, CSS, JavaScript, and Elementor. Quick to adapt, organized, and committed to delivering quality results.

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LANGUAGE

- English
- Urdu
- Pushto
- Punjabi

EXPERTISE

- Quality Assurance (QA)
- HR Assistance
- WordPress Frontend
- Administrative Support
- Communication & Teamwork
- Data Analyst
- Time Management

EXPERIENCE

Administrative Assistant
Remote Projects
2005 to 2010
- Handled data entry, document organization, and email communication
- Created and maintained reports and spreadsheets
- Supported project coordination and client follow-ups

Quality Assurance Assistant
Panta
Various Projects — 2016 to 2018
- Conducted manual testing and logged bugs with detailed reports
- Worked with developers to resolve UI/UX issues
- Performed regression and cross-platform testing

WordPress Frontend Developer
Alhadi, Islamabad
2022 to 2024
- Built responsive websites using Elementor, HTML, CSS, and JavaScript
- Customized themes and improved UI/UX based on client requirements
- Ensured cross-browser compatibility and optimized performance

Assistant HR Manager
BLUE FOCUSD LLC
Aug 2024 to Present
- Assisted in recruitment, onboarding, and employee record maintenance
- Managed daily HR operations, scheduled interviews, and coordinated with departments
- Maintained confidentiality and supported payroll documentation

OTHER EXPERIENCE

- WordPress Theme Customization (Elementor, Divi)
- HTML5, CSS3, JavaScript (Frontend basics)
- Manual QA Testing & Bug Tracking
- Cross-Browser and Responsive Testing
- HR Documentation & Employee Record Management
- Recruitment & Interview Scheduling
- Google Workspace (Docs, Sheets, Forms)
- Microsoft Office (Word, Excel, Outlook)
- Email & Calendar Management
- Client Communication & Remote Team Coordination
- Report Writing & Administrative Support