



## OBJECTIVE

Motivated and multi-skilled professional seeking a position where I can utilize my abilities in IT support, website management, social media handling, graphic designing, and database operations. I aim to contribute to organizational growth through accuracy, creativity, and strong technical skills. Along with my IT experience, I am also pursuing a Chef course, which enhances my creativity, discipline, and ability to work under pressure—skills that support my overall professional performance. I am committed to delivering high-quality work and continuous improvement in every role I take.

## EDUCATION

### The institute of Leather Technology

DAE CIT (continue)  
2024

### The Leader School System

Matric (Science)  
2021 - 2023

## SKILLS

- Chef(Cutting, Dressing, Cooking)
- MS Office (Word, Excel, PowerPoint, Access)
- PHP (Basic website backend handling, form processing, and database connectivity.)
- MySQL (Database creation, queries, table management, data insertion, updates, and backups.)
- HTML & CSS (Building web pages, styling layouts, and updating website content.)
- JavaScript
- C++ Programming
- English & Urdu Typing (55+ WPM)
- InPage
- Video Editing Tools (Premium pro, after effects, Capcut, etc)
- Graphic Designing Tools (Photoshop, Illustrator, Coral Draw, Canva)

## CERTIFICATIONS

- TEVTA
  - CCA (office Management) Ms office, inpage, typing.
  - 2023 (6 month)
- The Institute of Technology
  - Chef (continue)
  - 2025 (6 month)
- Soft Solution
  - Graphic Designing
  - 2023 (3 month)

## PROFESSIONAL EXPERIENCE

### Computer Operator

Vissel V. | 2024 January - 2024 August

- I worked as a Computer Operator where I managed company data, prepared documents, and handled database updates with accuracy. I used MS Office (Word, Excel, PowerPoint) to create reports, forms, letters, and maintain records. My work included organizing files, entering data, and ensuring all information was error-free and up-to-date.

### The Digital Media & IT Assistant

Ibrahim Corporation | 2023 - 2025

- Handled e-commerce operations, including product uploading, pricing updates, order tracking, and customer queries. Managed the company website, updated content, maintained product listings, and ensured smooth functionality for users.
- Managed social media platforms by creating posts, uploading product photos/videos, responding to messages, and improving online engagement. Supported digital tasks like basic graphic design, video editing, and managing the online brand presence across all platforms.

## PROJECTS

- School Management Database System  
Developed a School Management System in MS Access with GUI forms for students, fees, attendance, and staff. Designed a relational database with queries and reports, improving my database and GUI skills.
  - E-commerce Website (WordPress)– Ibrahimshopping.com  
Developed a full E-commerce website for Ibrahim Corporation using WordPress. Managed products, payments, and orders, and customized the design with themes and plugins. Enhanced my website development and e-commerce skills.
  - Scientific Calculator in C++  
Developed a Scientific Calculator in C++ with arithmetic, trigonometric, logarithmic, power, and factorial functions using a menu-driven interface. Strengthened my skills in C++ programming, algorithm design, and problem-solving.