

## PROFESSIONAL SUMMARY

Skilled IT professional with a Bachelor's in Information Technology and hands-on experience in data analytics, system support, and digital freelancing. Proficient in Power BI, Tableau, Python, R, and MS Office tools, with a focus on automation and data-driven decision-making. Experienced in IoT-based project development and certified in Freelancing, Digital Marketing, and Data Analytics. Committed to continuous learning, innovative problem-solving, and leveraging technology to improve operational efficiency.

## KEY SKILLS

- Data Analytics
- Data Analyst
- Power BI
- Tableau
- Excel / Word
- R Language
- Python
- Digital Freelancing
- Microsoft Office
- Data Entry
- HTML
- CSS
- JavaScript
- IT Technician

## EDUCATION

**Bachelor of Information Technology**

**2019 – 2024**

*Institute of Southern Punjab, Multan Pakistan*

**Institute Website:** [www.isp.edu.pk](http://www.isp.edu.pk)

**Relevant Courses Completed:** Programming Fundamentals, Object Oriented Programming, Software Engineering, Data Structures & Algorithms, Computer Networks, Operating Systems, Cyber Security, Database Systems, Web Technologies, Information Security, Cloud Computing, IT Project Management.

**Final Year Project:** “Automated Smart Bin using IoT”

**Description:** Designed and implemented a smart waste management system using IoT sensors to monitor bin levels and automate waste collection. Improved efficiency in urban sanitation through real-time data transmission and alerts.

## EXPERIENCE

**Computer Operator (CMIP Internship)**

**Dec 2024 – June 2025**

*Emergency Services Rescue 1122, Muzaffargarh, Pakistan*

- Maintained data records and operational logs using MS Excel and standardized data systems.

- Accurately entered and updated information in emergency service portals and software applications.
- Generated comprehensive reports on emergency response activities using IT tools and reporting software.
- Supported IT-related operations including system troubleshooting, file management, and team coordination.
- Ensured data confidentiality, integrity, and compliance with security protocols and IT best practices.

### **Data Entry Virtual Assistant**

**May 2023 – Nov 2023**

*Remote – USA*

- Entered and updated website content to ensure accuracy, timeliness, and relevance of data.
- Managed large datasets using MS Excel, performing data analysis and generating custom reports.
- Created, formatted, and organized documents in MS Word for structured documentation and easy access.
- Maintained and updated records in MS Access, ensuring data consistency, reliability, and integrity.
- Produced visually effective reports and presentations using MS PowerPoint and Excel for team use.

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## **Certifications & Trainings**

- **Freelancing (DSTP 2.0, Batch-08)** – DigiSkills.pk  
*July 2024 – October 2024*
- **Digital Marketing (DSTP 2.0, Batch-08)** – DigiSkills.pk  
*July 2024 – October 2024*
- **MS Office** – Institute of Computer Studies and Management  
*January 2023 – March 2023*
- **Data Analytics (IT SPECIALIST)** – Govt. Technical TEVTA College, Muzaffargarh  
*March 2025 – June 2025*

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## **LANGUAGE**

- Mother tongue(s): **Urdu**
- Other language(s): **English**

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## **HOBBIES OR INTEREST**

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|----------------------------|--------------------------------|---------------------------------------|
| • Book Reading             | • Internet Searching           | (tools & languages)                   |
| • Open-Source Contribution | • Personal automation projects | • Data Analysis & system optimization |
| • Research & Innovation    | • Continuous learning          |                                       |