

Career objective

Seeking an entry-level position where I can apply my skills in IT and contribute to the growth of the company while expanding my professional development." into a rewarding career.

Certificate

CIT: From Noor College of Professional Education

Artificial Intelligence, Web 3.0 & Metaverse: From Governor House Karachi(ongoing)

Personal Information

Name: Hira Saleem

Phone: 0333-2000022

Email: abc708@gmail.com

Education

Masters: M.com From University of Karachi.

Bachelors: B.com From Degree Girls College Karachi.

Intermediate: APWA Degree Girls College Karachi.

Matriculation: Secondary Board, Karachi (Science Group).

Skills

- MS.word
- Adobe Photoshop
- TypeScript
- HTML/CSS
- Node.js

Work Experience

Softtech Systems :Project Management

- Led various IT projects, such as system upgrades, software implementations, and network enhancements.
- Worked with stakeholders to define project scope, timelines, and budgets.
- Ensured projects were completed on time and within budget, aligning with business goals..
- Oversaw the maintenance and support of servers, networks, and databases.
- Implemented best practices for network security, data backups, and disaster recovery.
- Proactively monitored systems to ensure high availability and minimal downtime.

Hide/Show Skills