



SKILLS

- HTML
- CSS
- TypeScript
- JavaScript
- ReactJS
- Next.js
- Node.js
- MongoDB
- Express.js
- Firebase

EDUCATION

BACHELOR OF COMMERCE

Allama Iqbal Open University

2024 - Present

WEB & MOBILE APP DEVELOPMENT

Saylani Mass Training Programme (SMIT)

01/23- 10/23

ABDULLATIF

MERN STACK DEVELOPER PROFILE

A highly motivated and detail-oriented MERN Stack Developer with a strong foundation in web development. I have completed a comprehensive course in the MERN stack (MongoDB, Express.js, React.js, and Node.js), equipping me with the skills to build full-stack web applications. My background includes hands-on experience in developing dynamic and responsive websites, coupled with a solid understanding of JavaScript, HTML, CSS, and RESTful APIs. With a commitment to continuous learning and a passion for coding, I am eager to contribute to innovative projects and grow as a developer in a professional environment.

EXPERIENCE

JUNIOR CLERK

Karachi Development Authority

2012 - Present

As a Junior Clerk, I am responsible for performing routine clerical tasks, including data entry, filing, and managing records. I assist in the preparation of official documents and correspondence, handle incoming and outgoing mail, and coordinate with other departments to ensure smooth office operations. Additionally, I provide support to senior staff by organizing meetings, scheduling appointments, and maintaining office supplies. My role requires proficiency in MS Office, strong organizational skills, and the ability to handle confidential information with integrity.

FRONT OFFICER / ADMIN ASSISTANT

Kutiyana Memon Hospital

2008-2012

As a Front Desk Officer and Administrative Assistant at KMH, I was responsible for managing the reception area, greeting and assisting patients, and directing them to the appropriate departments. My duties included answering phone calls, handling patient inquiries, scheduling appointments, and maintaining patient records. In my role as an Administrative Assistant, I provided support to the hospital's administrative staff by organizing meetings, managing office supplies, and handling correspondence. I also assisted in the preparation of reports, maintained filing systems, and ensured the smooth operation of daily administrative tasks. My role required excellent organizational skills, attention to detail, and the ability to manage multiple tasks efficiently in a fast-paced medical environment.