

ANABIA

Karachi.PK | nazsultana455@gmail.com | 0000-0000000

PROFESSIONAL SUMMARY

Aspiring Software Engineer, recently completed Intermediate and now pursuing a BS in Software Engineering from Virtual University of Pakistan. Passionate about technology and coding with a deep desire to learn, grow and build a career in the tech industry.

WORK EXPERIENCE

TEACHER

May 2023 – Dec 2023

- Taught students, focusing on Physics and Science.
- Helped students improve academic performance.
- Developed clear communication and time management skills.

OFFICE ASSISTANT

Aug 2021 - Jan 2022

- Managed student records, attendance and basic tasks.
- Assisted in daily office operations and parent teacher coordination.
- Gained experience in handling responsibilities and multi-tasking.

EDUCATION

INTERMEDIATE

Aug 2022 - July 2024

Govt. college for women 11-F new Karachi.

MATRICULATION

May 2019 – June 2021

Amina Secondary School.

SKILLS

- Ms. Word (Document formatting, editing, tables).
- Basic office management and record keeping.
- Strong communication and teaching skills.
- Quick learner with problem solving ability.

LANGUAGE

Urdu – Native / Intermediate

English – Basic / Beginner