# BILAL KHAN

Web Developer & Data Entry Operator

## PROFILE

To secure a web developer internship that provides practical experience, improves coding proficiency, and contributes to web development projects. Seeking exposure to real-word projects and collaboration with senior developers to enhance understanding of web development and prepare for a successful career.

## CONTACT

**PHONE:**
03125780156

**WEBSITE:**
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## CERTIFICATES

**Web Development** - Coursera.org
**Computerized Accounting** – Computer Collegiate, Karachi
**MS Office** – Computer Collegiate, Karachi

## EDUCATION

**Business Administration**
KASB Institute of Technology 2023 – 2024 Karachi

**Bachelors in Commerce**
KASB Institute of Technology 2020 – 2022 Karachi

**Intermediate / Pre. Engineering**
Gulzar-e-Hijri College 2017 – 2019 Karachi

**Matric / Science**
Sir Syed Secondary School 2014 – 2015 Karachi

## WORK EXPERIENCE

**Aziz & Sons - Data Entry Operator**
June 2021– Present
Prepares, compiles, and sorts documents for data entry.
Verifies and logs receipt of data.
Transcribes source data into the required electronic format.
Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.

## SKILLS

- HTML 75%
- CSS 65%
- JavaScript 40%
- QuickBooks 50%
- MS Office 65%