

FATIMA ATTAULLAH

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SUMMARY

To leverage my skills in **CIT** (MS Office, networking, Python) and digital marketing to contribute effectively in a dynamic environment, while continuously learning and applying technology and AI to solve real-world problems.

EDUCATION

Intermediate in Humanities

2023 Grade A – 70%

Demonstrated analytical ability, communication strength, and academic consistency.

Matriculation in Bio-Science – 2021

Grade A-One – 80% | Excellence Model School

Strong academic foundation with emphasis on scientific learning and discipline.

Hifz-ul-Quran (Certified Hafiza)

Successfully memorized the Holy Quran, showing high discipline, focus, and memory skills

SKILLS

- **MS Office Tools:** Word, Excel (formulas: SUM, AVERAGE, MONTH, YEAR), PowerPoint

- **Version Control:** Git, GitHub

- **Other Tools:** VS Code, Internet & Email Applications

- **Digital Marketing**

TOOLS & PLATFORMS

Productivity & Office:

- MS Word, MS Excel, MS PowerPoint

Programming & Development:

- Python, Git, GitHub

Digital Marketing & Design (if applicable):

- Canva, Google Analytics, Social Media Platforms (Instagram, Facebook)

EXPERIENCE

CIT Practical Work – Academic / Training Experience | 2025

- Worked with **MS Word, Excel, and PowerPoint** to create professional documents, automated spreadsheets (using SUM, AVERAGE, MONTH, YEAR formulas), and engaging presentations.
- Learned **Networking basics** including IP addressing, LAN/WAN setup, and troubleshooting.
- Gained hands-on experience in **Python programming** by creating simple automation tasks.
- Used **Git & GitHub** for version control and managing repositories.

Expense Tracker – Personal Project | 2025

- Developed an automated expense tracker in Excel with multiple formulas.
- Enabled monthly and yearly expense reporting.
- Improved accuracy and time efficiency in tracking.

Certifications

- Computer & Information Technology (CIT) –[bano qabil, jamia tul ansar campus ,2025]
- Digital Marketing – [institute : bano qabil, KMA campus ,2024]

Achievements

- Achieved A-One grade in Matriculation and received the Best Academic Performance Award.
- Built and managed a personal Instagram retail business, later expanded into freelancing, consistently generating 75%+ sales through digital marketing.
- Built an **automated expense tracker** in MS Excel with advanced formulas.
- Designed professional **presentations** with hyperlinks and animations.