## 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% I 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.