



ABOUT ME

I'm a passionate web development student currently learning HTML, CSS, JavaScript, Tailwind CSS, and Next.js. I'm also exploring Python and Agent AI to expand my skill set. My goal is to build modern, user-friendly websites and develop meaningful digital solutions that make a positive impact.

EXPERIENCE

WEB DEVELOPER & RESUME DESIGNER

Skilled in creating resumes and simple websites using HTML, CSS, and JavaScript. Assisted students and clients in designing professional resumes for job and internship applications, ensuring impactful and tailored presentations.

RECEPTIONIST & FRONT DESK SUPPORT

Managed front desk operations, including greeting clients, handling phone calls, and supporting daily office tasks. Developed strong communication, customer service, and organizational skills through regular interaction with visitors and staff.

CERTIFICATIONS

- Freelancing Certificate
- SEO Certificate
- Introduction to Programming Certificate

HOORIA FATIMA

CUSTOMER SERVICE REPRESENTATIVE | FRONT DESK & RESUME DESIGN SPECIALIST

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SKILLS

WEBSITE DEVELOPMENT



PYTHON, GITHUB,



MS EXCEL & GOOD TYPING



UX AND UI DESIGN



GOOD COMMUNICATION



TEAM MANAGEMENT



EDUCATION

Matriculation

Biology | Govt. Girls School

Studied Biology with distinction and developed an early interest in computers and digital skills.

Intermediate – Commerce

Board of Intermediate Education Karachi

Completed Intermediate with Commerce subjects. Although the result did not reflect my true potential, this experience helped me discover my real passion for technology.

Intermediate – Computer Science (In Progress) Private Institution

Currently redoing Intermediate studies with a focus on Computer Science to align better with my career goals in the field of technology.