

ZAINAB RAMZAN

Contact Information

03482816056
zainabramzan853@gmail.com
Karachi, Pakistan

Career Summary

Aspiring software engineer with a strong foundation in content writing, proficient in MS Office Suite, and equipped with excellent adaptability, time management, and communication skills. Experienced blogger at Medium.com. Seeking opportunities to apply my skills and gain practical experience in the software engineering field.

Technical Skills

- Content Writing
- Proficient in MS Office Suite
- familiar with programming languages

Keys Skills

- Adaptability
- Time Management
- Communication Skills

Languages

- English 88%
- Urdu 91%

WORK EXPERIENCE

Blogger

Medium.com

Link: [Click Here](#)

- Writing short articles and blog posts on topics I find interesting
- Learning to research effectively for accuracy and depth in my writing
- Seeking feedback from friends or family to improve my work
- Exploring basic concepts of SEO to increase visibility for my content
- Experimenting and learning as I go to improve my writing skills

Medium

EDUCATION

Bachelor's in Software Engineering

2023-Present

Intermediate

Trinity Girls College
2022-2023

Matriculation

Iqra Huffaz Girls Secondary School
2021

CERTIFICATION

Certified Content Writer

NS Training SMC-PVT

Duration: 1 month (April-May ,2024)

- Received comprehensive training in creating high-quality, engaging content for diverse platforms and audiences.
- Gained expertise in various writing styles, including blog posts, articles, and technical documentation.

Certified in MS Office Suite

NS Training SMC-PVT

Duration: 1 month (April-May ,2024)

- Demonstrated proficiency in Microsoft Office applications, including Word, Excel & PowerPoint.
- Acquired advanced skills in document creation, data analysis, presentation design, and email management.

REFERENCE

Available upon request.