

MUHAMMAD HUZAIFA

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Frontend Developer

SUMMARY

Seeking an opportunity to kickstart my career as a front-end developer with a dynamic company while pursuing a diploma at SMIT and a Bachelor's degree in Computer Science. Eager to apply my foundational knowledge and passion for web development to create responsive and visually appealing websites, I am committed to learning and growing within a supportive team that values innovation and excellence.

EDUCATION

D.J Govt Student Science College

Intermediate in Computer Science
2019 -2021

Sindh Maderasatul Islam University

Bachelor in Computer Science
2022 - present

SKILLS

- HTML5 CSS3
- JavaScript & ES6
- ReactJs & NextJs
- Object Oriented Programming
- Firebase
- Database

CERTIFICATIONS

- Executive Secretary and Business Administration Certification
- Advanced Executive Assistant and Office Manager Diploma
- Executive Office Professional Certificate Program

MY PROJECTS

Project 1

Ingoude Company | 2018 - Present

- Manage the schedules and calendars of the CEO and other senior executives
- Coordinate and schedule meetings and conferences with internal and external stakeholders
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Handle confidential information and documents with discretion and maintain their proper organization

Project 2

Wardiere Inc. | 2016 - 2018

- Managed calendars, scheduled appointments, and arranged meetings and conferences
- Prepared and distributed reports, presentations, and other materials
- Handled confidential documents and maintained their proper organization
- Coordinated travel arrangements and accommodations for executives and guests

SMIT Mini Hackathon

Aldenaire & Partners | 2015 - 2016

- Assisted executive secretary in managing and coordinating schedules, meetings, and travel arrangements for senior executives
- Conducted research and prepared reports on various topics related to the company's operations and industry trends
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence