



SYED M. IRTIZA RIZVI

S/o SYED ASAD ALI RIZVI

IT ADMINISTRATOR

About Me

To be associated with a progressive Organization, where I can employ my customer handling technical & leadership skills to contribute in the growth of the organization and my personal growth in an effectual manner



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Flat # 361-B 3rd Floor Maria Apartments Karachi



41304-1513629-5



Single

LANGUAGE

- English
- Urdu

EXPERTISE

- Management Skills
- Creativity
- Critical Thinking
- HTML 5 & CSS 4
- Bootstrap
- CIT

EXPERIENCE

XTREME GULF

JAN 2022-FEB 2022

I SERVED AS A WEB DEVELOPER OVER THERE MAKING WEBSITES STRUCTURE FROM FRONT-END USING HTML,CSS.& BOOTSTRAP

ZAI'S SYSTEM OF EDUCATION SCHOOL

FEB-2020 TILL JAN -2022

WORKED THERE AS A COMPUTER OPERATOR AND ASSISTED ADMINISTRATION WORKS

PHARMA CHANEL DISTRIBUTION COMPANY

OCT-2023 TILL NOV-2024

MY RECENT WORKINGS INCLUDED PRODUCT DATA ENTRY, ALL DOCUMENTATION RELATED TO COMPANY AND ISSUING INVOICES THROUGH ERP SYSTEM

EDUCATION

SOFTWARE ENGINEERING (BSE) 2019-23

SINDH UNIVERSITY

RESULT AWAITED

INTERMEDIATE (PRE-ENGINEERING) 2015-17

THE LEEDS COLLEGE

MATRICULATION (SCIENCE) 2013-15

EXCELLENCE EDUCATION SYSTEM

SKILLS SUMMARY

Web Development 81%

Project Management 70%