

# Khoulah Khalid

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Date of Birth: 12/11/2004

## SUMMARY

A multi-talented individual with a strong background in accounting, IT, web development, creative design, teaching, event organizer and manager. Strong foundation in hardware and software fundamentals, web designing, database management, and Microsoft. Developed creativity in graphic designing and social media through freelance projects, interested in working on logos, websites, brochures, managing and creating interactive social media posts with trending #tags.

- **Citizenship:** Pakistan
- **Residence:** Malaysia
- **Highest Education Level:** Level 5 Diploma in IT
- **Languages:** English (Fluent), Urdu (Native), Punjabi (Native)

## WORK EXPERIENCE (INCLUDE PAID EMPLOYMENT & VOLUNTEERING)

### SAMRA AMJAD

Klang, Malaysia

#### Volunteering

**May 2023 – Present**

- Organizer - Conducted tech seminars for women on topics like social media and AI.
- Mentorship Advocate - Guided young women on education and scholarships, prioritizing support for refugees.

### DR OI LENG

Klang, Malaysia

#### Teaching

**Nov 2021 – Feb 2022**

- Educator - Possessed the ability to simplify complex concepts.
- Empathy and Patience - fostered a positive learning environment and developed patience and empathy towards students.
- Adaptability - Engaged learners to learn things using adaptable ways.

## EDUCATION

### Liscademy eGraduate College

Klang, Malaysia

Level 5 Diploma - Information technology

**Feb 2023 – Nov 2023**

### Liscademy eGraduate College

Klang, Malaysia

Level 4 Diploma - Information technology

**Feb 2022 – January 2023**

### Liscademy eGraduate College

Klang, Malaysia

Level 3 Diploma - Information technology

**Aug 2021 – March 2022**

### Home Schooling

Klang, Malaysia

High School Diploma - IGCSE

**Nov 2020 – June 2021**

## PROFESSIONAL CERTIFICATIONS AND AWARDS

- Microsoft 365 Certified: Fundamentals (**Microsoft, Nov 2023**)
- Completed the Gig Academy Support Engineer Bootcamp organized by Microsoft's Nurturing Communities & Open Door Policy (**Mar - Jul 2023**)
- Completed a FreeLancing course organized by Illmi city (**Apr - May 2022**)

## PROFESSIONAL SKILLS

- 'M365 troubleshooting and support'
- 'M365 services - Teams, Azure AD, Outlook, Exchange, and Sharepoint'
- 'Freelancing - Logos, Posters, Brochures and Presentations'
- 'Web Design - Nicepage, Joomla, Wordpress'
- 'Database Management - Xampp'
- 'Social Media & Graphic Design - 'Content creation, Scheduling, Interactive posts, Canva and Engagement strategies'

## Projects

- Git-Hub Web Development Project \_ <https://github.com/Khoulah-Khalid?tab=repositories>
- Replit Projects \_ <https://replit.com/@Khaulakhalid?tab=community>