

MUEZA EJAZ



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House# 385,near ayoubia mashjid ,baldia town karachi



Driven and accomplished professional with a proven track record in delivering high-quality results. Seeking to leverage my expertise and dedication to contribute effectively in a global organization. Committed to continuous learning, cultural adaptability, and providing innovative solutions in a dynamic environment. Eager to take on new challenges and excel in a role that values growth and excellence.

EXPERTISE

- Excellent Communication Skills
- Proficiency in MS Office
- Management Skills
- leadership
- Problem Solving
- Amazon

CERTIFICATION

Achievements :

- **Awarded for Excellence in Speeches** - Received multiple certificates for participation and performance in speech competitions.
- **Naat Recitation Certificates** - Recognized for outstanding performance in Naat recitation events.
- **Performance Awards** - Honored with awards for excellent participation in cultural and school performances.

TECHNICAL SKILLS

Languages: Html 5,CSS 3, Typescript, Next js.

Frameworks: Bootstrap,Tailwind css.

Libraries & Tools: Vs Code,Ms Office,Git,Github.

LANGUAGE

Urdu

English

PROFESSIONAL EXPERIENCE

Assistant - HR and Finance Department:

- Currently working at Engineering Solutions, supporting human resources and finance operations to enhance organizational efficiency and effectiveness.

Human Resources & Social Media Marketing | Softsrv Solution,A Forward & Techicoders:(2023-2024)

- Managed the full recruitment cycle, including hiring and conducting interviews.
- Engaged with clients, addressing their queries and maintaining strong relationships.
- Handled social media platforms, ensuring consistent communication and brand presence.

Event Coordinator & Trainer | Shahid Afridi Foundation:(2022-23)

- Managed data entry and organized student talent showcase events.
- Trained students in various activities, including Naat, speeches, science projects, and interpersonal skills.
- Oversaw event coordination and ensured smooth execution of all functions

TEACHING EXPERIENCE

Teacher | Salah Uddin Ayoubi & SMB (Semi-Government):2020 - 2022

- taught primary and secondary level students, covering a variety of subjects.
- Developed lesson plans and provided academic guidance to students.

EDUCATION

2024

Pursuing diploma in artificial intelligence and web development Course, Governor House Karachi.

2020

Intermediate in Science (Pre-Engineering), Sir Syed Govt. Girls College, Karachi.

2018

Matriculation in Science, Scholars Higher Secondary, Karachi.