



IBRAHIM BAIG

Office Administrator And Aspiring IT Professional

Versatile professional with a background in administration and a strong passion for software development. I excel at managing accounts and maintaining data in Google Sheets and Excel. Known for my quick learning ability, I efficiently adapt to new tools and technologies to solve problems effectively.



0334-2346559



ibaig6990@gmail.com



Gulshan-e-Kaneez Fatima Block 1,
Scheme 33, Karachi, Pakistan

OTHER SKILLS

- Solidity
- Javascript
- Node.js
- React
- Python
- HTML & CSS
- Microsoft Office
- Data Management

PORTFOLIO

- <https://ibrahimbaig.netlify.app/>

EXPERIENCE

Front Desk Officer | National High School

Opposite Expo Centre, Block 13 A Gulshan-e-Iqbal
January 2022 - May 2023

Job description:

- **Managed Reception Area:** Welcomed visitors, provided information, and ensured a professional environment.
- **Handled Phone Calls and Inquiries:** Directed calls and inquiries, delivering accurate information to parents, students, and staff.
- **Administrative Support:** Performed tasks such as filing, typing, and maintaining office supplies.
- **Maintained Records:** Updated and managed student and staff records, including contact and emergency information.
- **Communication Facilitation:** Liaised between parents, teachers, and staff to enhance communication.
- **Handled Payments and Invoices:** Managed fees, issued receipts, and processed financial transactions.
- **Adapted to Additional Responsibilities:** Took on various tasks as needed, demonstrating flexibility and efficiency.

EDUCATION

Chapter And Verse Schooling System

A Level | Commerce
June 2023

Chapter And Verse Schooling System

O Level | Commerce
June 2022