Abdullah

Phone: +92-312-2246888| Email: abdullahsana691@gmail.com

PROFESSIONAL SUMMARY

A dedicated and highly Motivated, Hardworking, Organized, Multi-Skilled Student with a proven background delivering sensible business technology solutions on time and under budget while working as a team member or team leader. Seeking a Multi-Skilled profession with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills. Performing all duties in a safe and efficient manner.

CORE COMPETENCIES

- React
- HTML
- Software Development
- Programming Languages
- Customer Service
- Fluent in English
- Organizational Skills
- Strategic Planning
- Multi-Tasking
- Problem Solving
- Communication Skills
- Java Script
- CSS
- Database
- Mern-Stack
- Networking Skills
- Performance Improvement
- Microsoft Office
- Project Management
- Time Management
- Goal-Oriented Focus
- Leadership

PROFESSIONAL EXPERIENCE

Admin - Happy Palace Grammar School, Block-7, Gulshan e Iqbal, Karachi   **August 2020 – July 2021**
Key Responsibilities:

- Manage budgets, logistics and events or meetings.
- Handle scheduling, record-keeping and reporting.
- Ensure the school complies with relevant laws and regulations.
- Counsel students when needed.

EDUCATION

Matriculation: Computer Group   **2017 - 2019**
New Habib Public School, Karachi

Intermediate: FSC Pre-engineering   **2019 - 2021**
Government Degree Boys College, Buffer Zone, Karachi

Graduation: BS Software Engineering   **2021 – Continue**
NFC-IET, Multan

REFERENCES

Available upon request.