

MAAZ SHEHZAD

CONTACT



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SKILLS

- Microsoft Office Expertise
- Team Standards
- Communication Skills
- Creativity
- Web Designing

CERTIFICATIONS

- Basic IT in BayBay Institute of Information Technology (2013)
- Advance Web Development from Cybex School of IT Professionals (2020)

Motivated Web Designer with outstanding abilities in building and managing websites for customers. Adept at creating user-friendly, effective and appealing products, improving customer satisfaction. Specializes in responsive design and seamless user experiences. Enjoys collaborating with clients to bring creative visions to life.

EXPERIENCE

August 2023 - December 2023

Web Designer *BayBay Information of IT*, Mardan

- Designed and developed responsive website layouts using HTML, CSS, and JavaScript to enhance user experience.
- Collaborated with clients to gather requirements and translate their vision into functional website designs that met their objectives.
- Conducted usability testing and gathered user feedback to identify areas for improvement and implement design enhancements.

August 2022 - August 2023

Support Carer *Pirzada Hospital*, Mardan

- Assisted patients with daily living activities, including personal hygiene, mobility, and meal preparation.
- Monitored patient health and reported changes in condition to nursing staff for prompt attention.
- Provided emotional support and companionship to patients, fostering a caring and supportive environment.

March 2017 - November 2019

Office Coordinator *Eastern Optical Company*, Lahore

- Coordinated daily office operations, including scheduling meetings, managing correspondence, and maintaining office supplies.
- Developed and implemented efficient filing systems to enhance document retrieval and overall workflow.
- Assisted in preparing reports and presentations, compiling data from various sources for senior management.

EDUCATION

2022

Master in English

University of Lakki Marwat, Lakki Marwat

2020

Bachelor of Arts

Islamia College, Peshawar

2016

DAE in Electrical Engineering

Allied Institute of Information Technology, Rawalpindi

2012

Pre Engineering

Tufail Shaheed Army College, Mardan

2010

GCSEs Science

Tufail Shaheed Army College, Mardan