

Fatima Iqbal

Karachi, Pakistan

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Objective

Highly motivated and diligent student with a strong academic background, seeking to gain valuable work experience. Eager to contribute effectively in a professional environment while developing practical skills, particularly in administrative and computer-related tasks.

Education

Intermediate (Pre-Medical)

Government Degree Girls College Lines Area
Completion: [Year: 2024] (Result Awaited)

Matriculation (Science)

PECHS girls' school

Completed: [2022]

9th grade percentage: 89.1%

10th grade percentage: 88.2%

University

NED University of Engineering and Technology.

First year student of Biomedical Engineering.

Skills

- **Administrative Assistance:** Capable of supporting office operations with efficiency and accuracy, handling tasks such as scheduling, correspondence, and file management.
 - **Graphic Designing:** Able to design and edit stuff using photoshop and figma. Have a little experience in UX/UI designing
 - **Video Editing:** Able to edit videos and turn them into more attractive and 4k versions.
 - **Computer Proficiency:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and basic data entry. Familiar with online research and email management.
 - **Basic computer programming:** Able to develop a website and style is according to the demand. Able to debug any program. Programming languages I have learned are:-
 1. Java Script
 2. Python
 - **Communication:** Strong verbal and written communication skills; able to interact with team members and clients professionally.
 - **Organizational Skills:** Demonstrated ability to manage time effectively, prioritize tasks, and maintain a structured work environment.
 - **Adaptability:** Quick learner with a positive attitude, eager to take on new challenges and responsibilities.
 - **Team Collaboration:** Experience working in group settings, contributing effectively to achieve common goals.
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Experience

Student Volunteer

PECHS girls' school

- Assisted teachers in organizing classroom activities and managing educational materials.
 - Provided administrative support during school events, including data entry, coordination, and logistics.
 - Contributed to maintaining a clean and organized learning environment.
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