# **OBJECTIVE**

Seeking a dynamic organization to perform my work to fulfill my self- Actualization

process which should be consistent to meet organizations Expectations and being

considered for opportunities of professional Development and organizational

growth.

# **ACADEMIC QUALIFICATION**

Bachelor of Science in Computer Science 2015-2018

DADABHOY INSTITUTE OF HIGER EDUCATION

(MAIN CAMPUS) (CGPA 3.19)

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Intermediate (HSSC) Karachi 2012-2014

**WAQAS NIAZ**

# **Personal Information:**

CNIC: 42401-6530058-1

Date of Birth: 09-Sep-1996

Marital Status: Single

Nationality: Pakistani

**Contact & Email Information:**

0342-2288365

waqasniaz533@gmail.com

 **Residential Address:**

H/No 2110, Sector 4/F, Orangi

Town, Metroville Site, Karachi

**SKILLS**

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**→ Technical**

SQA, SDLC, HTML & CSS

SQL Server & MySQL

C#, .NET, JavaScript & JQuery

PHP C, C++, & JAVA

CodeIgniter, & Laravel

Wordpress, Bootstrap & Wix

**→ Administrative**

Organization & Teamwork

Communication & Planning

Problem solving

Decision-making

Analytical skills

Conflict resolution

**CERTIFICATES**



* Wordpress 2016
* Bootstrap 2016

Government Islamia ScieNce college

(B Grade)

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Matriculation (SSC) Karachi 2010-2012

Oasis English secondary Education

(A Grade)

**PROFESSIONAL QUALIFICATION**

**DIPLOMA IN SOFTWARE ENGINEERING**  Aug-2015 to june-2018

APTECH COMPUTER EDUCATION SITE CENTREKARACHI

(Credit/2nd Division)

# **PROFESSIONAL EXPERIENCE**

* **Administrative OFFICER**

**Z.E Eye Hospital Karachi** Since June 2024 to continue

Responsibilities

• Maintain and update patient records and hospital databases.

• Handle administrative tasks, meetings, and preparing agendas.

• Ensure compliance with hospital policies and procedures.

• Monitor inventory and order office supplies as needed.

* **Junior Clerk (BPS-11)**

**City District & Sessions Court** Since May 2019 to Feb, 2024

**Karachi (West)**

Responsibilities

• Providing administrative support, filing, and maintaining records.

• Assist in managing case files and updating court databases.

• Prepare courtrooms and assist during court proceedings.

• Handle incoming communications and direct inquiries.

• Enter data accurately into court systems.

• Draft routine legal documents under supervision.

* **I.T Faculty**

**Aptech Computer Education** since Sep 2018 to May, 2019

**(Orangi Centre) Karachi**

Responsibilities

• Plan Lessons According to Curriculum Standards.

• Stay Abreast of Latest IT Trends & Track of Student Grades .