

# Rana Ahmad Bilal

Karachi, Pakistan

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## Professional Summary

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Computer Science student with hands-on experience in teaching, office documentation, basic web development, and digital content creation. Skilled in computer applications, instructional support, and visual media tools. Reliable, disciplined, and adaptable, seeking entry-level or junior roles where technical and administrative skills can be applied and developed further.

## Core Skills

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- HTML & CSS (Basic Web Page Development)
- MS Word (Documentation, Formatting, Reports)
- MS Excel (Basic Data Handling)
- Canva (Graphic Design & Video Editing)
- Typing: English & Urdu
- Computer Teaching & Academic Tutoring

## Education

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### Intermediate (ICS – Computer Science)

### Matric (Computer Science)

## Experience

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### Computer Science Teacher — School Level

Duration: 6 Months

- Taught basic Computer Science concepts to school students
- Assisted students with practical computer usage
- Prepared lesson material and academic support content

## Projects & Practical Work

- Edited short videos for social media and promotional use, including auto captions and basic effects
- Designed posters, banners, and social media visuals
- Developed basic static web pages
- Used tools: HTML, CSS, Canva, MS Word

## Languages

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- English — Intermediate
- Urdu — Advanced