**Dua Tanveer**

**Nationality:** Pakistani  **Date of Birth:** 25/09/2003

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**ABOUT ME**

**Objective**

To collaborate with a talented and driven group of professionals, defining goals for the future and applying academic and professional expertise to the expansion and development of a dynamic company that rewards performance and presents challenging opportunities.

**EDUCATION AND TRAINING**

**Bachelors in Information Technology (BS)**

***Islamia University of Bahawalpur, Pakistan*** [ 2025 ]

**Final Grade**: CGPA: **3.74/4 (84%)**

**Intermediate**

***Moon College Bahawalpur, Pakistan*** [ 2021]

**Field of Study:** Pre-Engineering

**Final Grade**: Percentage: **84%**

**Matriculation**

***Central Public School Bahawalpur, Pakistan*** [ 2017]

**Field of Study:** Group Science

**Final Grade**: Percentage: **89%**

**LANGUAGE SKILLS**

Mother tongue(s): **Urdu**

Other language(s): **English**

**AWARDS**

**Awardee PMYS 2023**

(Receive Laptop of PMYS Scheme)

**SKILLS**

**Communication and Interpersonal Skills**

* **Adaptability** (Being flexible according to the working demands)
* **Communication skills** (Effectively communicate and convey the information to team members)
* **Problem-Solving Skills** (Analyzing the problems and generate the solutions)
* **Team work** (Collaborating with co-workers)
* **Time Management Skills** (Meeting deadlines for the assigned tasks and duties)
* **Analytical Skills** (Keen Observations and data-driven Solutions)
* **Stress Management** (Effective Stress Management)

**Digital Skills**

* **Microsoft Office Tools** (Word, Power point, Excel)
* **Google Workspace Tools** (Sheets, Docs)
* **Use of Online Communication Tools** (ZOOM, Microsoft Teams)
* **Graphics and designingTool** (Canva, Figma)

Professional Skills

* **HTML**
* **CSS**
* **JS**
* **BOOTSTRAP**
* **TAILWIND CSS**