

FATIMA MAQSOOD

Software engineer

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SUMMARY

I am a versatile professional with expertise in front-end web design, demonstrating a solid command of HTML and CSS, along with ongoing learning in JavaScript to enhance functionality and interactivity. With proficiency in graphic and UI design through Figma, I have crafted creative, detail-oriented web pages and application designs that highlight both technical and artistic skills. My advanced knowledge of Microsoft Office Suite, including Word, Excel, and PowerPoint, enables me to deliver effective reporting, documentation, and data-driven presentations. I possess strong data handling and analytical abilities, ensuring accurate organization and insights for informed decision-making. In addition, I bring excellent communication skills as a cold caller, complemented by proven leadership experience in managing teams, driving productivity, and maintaining a positive work environment. As a content writer, I have produced engaging material across various industries, strengthening brand presence and audience engagement. My hands-on experience extends to a wide range of digital tools, including Canva, CapCut, WordPress, Murf AI, QuillBot, Ahrefs, SEMrush, SEO Quake, Envato, Pexels, and more, showcasing adaptability and technical versatility across different domains.

EDUCATION

Primary education

Karachi High School

2009 - 2018

Intermediate in Computer Science

Govt Girls degree college zamzama

2019 - 2020

Bachelors in Software Engineering (6th semester)

Sindh Madressatul Islam University

2023 - Present

SKILLS

Front end web designing Accounts Assistant Figma Graphic designing

Strong Communication Skills Microsoft office

Self motivated professional

TRAINING / COURSES

UI/UX Designing Using Figma

Front End Web Development((CSS HTML JS)

LANGUAGES

English

Proficient

Urdu

Native

EXPERIENCE

Data Entry

US Based

[6-month remote job]

Assisted with accurate and timely data entry tasks for a U.S.-based personal, ensuring data integrity and consistency. Responsibilities included handling spreadsheets, updating records, searching, maintaining databases, and performing quality checks to support operational efficiency.

Video Editor

Intrazix

[2-month Internship]

Created and edited engaging video content for marketing and promotional use. Responsibilities included trimming footage, adding transitions, applying visual effects, syncing audio, and ensuring brand consistency across all video materials.

Content Writer

SavySol

📅 2025 - Feb- April 📍 Karachi Pakistan

[3-month Internship]

Wrote SEO-optimized blog posts, web content, and product descriptions. Focused on crafting clear, compelling, and reader-friendly content aligned with the brand's voice and digital strategy. Worked closely with the editorial team to meet deadlines and deliver high-quality content.

Word press Writer And SEO

[3-month Internship]

Truck Tide

Developing and publishing SEO-rich articles and landing pages on WordPress for a US-based logistics and dispatching brand. Responsibilities include keyword research, on-page SEO, content formatting, image optimization, and supporting the brand's content marketing goals to increase web traffic and visibility.

Account Assistant

Star Digital Network

📅 2019 - 2025 📍 Karachi Pakistan

A networking company typically focuses on providing high-speed internet, cable television, and sometimes phone services to residential and business customers.

- - Assisting with bookkeeping and maintaining financial records.
- - Preparing and processing invoices and payments.
- - Managing accounts payable and receivable.
- - Organizing and maintaining financial documents and files.



STRENGTHS

Technical skills

Proficiency in relevant software or programming languages (like HTML, CSS, JavaScript).

Communication

Ability to convey ideas clearly and effectively, both verbally and in writing.

Problem-solving:

Capacity to analyze issues and develop effective solutions.

Teamwork

Experience working collaboratively in groups to achieve common goals.

FIND ME ONLINE

<https://www.linkedin.com/in/fatima-maqsood-61b93a341/>

https://www.youtube.com/@fatima_zz

https://www.instagram.com/fatima_maqsood?igsh=ZWNkZHduMGlsenA4&utm_source=qr

<https://www.facebook.com/share/1BRizcrME4/?mibextid=wwXIfr>

https://www.tiktok.com/@fatima_zz2

