SHAIKH HAMZA

CONTACT

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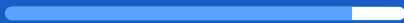## SKILLS

MS Office

HTML / CSS

Javascrpit

GIT

Php

C#

.Net Core

SQL Server

LANGUAGES

Urdu ● ● ● ● ●

English ● ● ● ○ ○

SUMMARY

Dedicated and detail-oriented professional with expertise in MS Office, basic website management, and Photoshop. Currently pursuing a Software Engineering diploma from Aptech to further develop technical skills. Quick learner with hands-on experience in managing website content and creating basic graphics, looking to contribute efficiently in an office or administrative support role.

EXPERIENCE:

Maqtaba Al Ghani

Role: Website Management and Basic Photoshop
Duration: 3 Months

- Managed website updates and maintained content to ensure accurate information for users.
- Assisted with basic graphic design tasks using Photoshop, creating simple visuals for website and social media.
- Supported digital operations by updating content and images, contributing to an organized and engaging online presence.
- Demonstrated proficiency in MS Office tools, aiding in documentation, reports, and presentations as needed.

PORTFOLIO :

https://hamza-code11.github.io/Portfolio/

EDUCATION

- **Software Engineering Diploma** (in progress)
  (Aptech Computer Education Center)
- **Intermediate:**
  (Bufforzone Boy's Degree Collage)   July - 2022
- **Metriculation:**
  (Nayab Memorial Secondary School)   Apr- 2020