Iqra Umar Hayat

OBJECTIVE

I aim to facilitate engaging and challenging instruction that fosters a love for learning, critical thinking, and problem-solving skills.

SKILLS

- MS Word
- MS Excel
- MS Power Point
- Internet Search
- Computer Operator
- Virtual Assistant
- PHP
- MYSQL
- Database
- HTML 5
- CSS
- Bootstrap
- JavaScript

ADDRESS

Faisalabad , Pakistan

PHONE

0311-6594842

EMAIL

iq5371haya1@gmail.com

Linked In

https://www.linkedin.com/in/mrs-anas-72a566278/

EXPERIENCE

2018-2019 (GGHSS)
Computer Operator/Data Entry Operator

2019 - current (Fiverr.com)
Word Press developer / Virtual Assistant

2022 - 2023 (Virtual University of Pakistan)
Web developer (Final year project)
(Online Hotel Room Booking Management System)

Key Responsibilities:

Designing and building web applications using html, CSS etc.Troubleshooting issues in the implementation. Ensuring the integrations runsmoothly. Maintaining web-based applications.

EDUCATION

- **Bachelor's Degree** in Software Engineering (2023) from Virtual University of Pakistan.
- **Diploma:** Computer Operator on CBT based from Vocational Training Institute.
- **Certifications:** Freelancing, Word Press, Digital literacy, Communication & Soft Skills, SEO, Data Analytics & Business Intelligence and Virtual Assistant from DigiSkills.pk

COMMUNICATION

Collaborating with colleagues. Communicate effectively with their team members, use active listening skills, quick learner and express ideas clearly.

REFERENCE

Available upon request.