



Muhammad Wahaj Shafiq

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Accomplished IT professional with couple of years of diverse experience in transcription and virtual assistance, demonstrating a strong ability to deliver precise and timely results. Proficiency in front-end development, network administration, and troubleshooting challenges showcases a commitment to excellence and continuous improvement. Passionate about leveraging technology to create innovative solutions that meet evolving client needs.

WORK EXPERIENCE

Transcriptionist

2023 – Present

LOFT 2.0

- Seasoned Transcriptionist with over a year of proficiency on the LOFT 2.0 platform, delivering accurate and timely transcriptions.
- Transcribed audio files and ensured accurate documentation of content.
- Collaborated with teams to streamline workflows and improve efficiency.

Intern Front-end Web Developer

03/2025 – 05/2025

Techhub

- Developed and maintained user-friendly web pages using HTML, CSS, and JavaScript.
- Collaborated with designers to implement responsive design techniques, enhancing user experience.
- Conducted quality assurance tests to identify and resolve bugs in application functionality.

Virtual Assistant

2022 – 2023

Shopify

- 1 Year's Experience as a Detail-Oriented Product Listing & Management Expert.
- Proficient in Shopify platform, with hands-on experience in e-commerce setup & customization.

EDUCATION

Bachelor of Science in Information Technology <i>University of Agriculture</i>	2021 – 2025
Faculty of Science Pre-Medical <i>Superior College</i>	2019 – 2021
Matriculation (Science) <i>Enamour High School</i>	2017 – 2019

SKILLS

Front-end Development — (HTML, CSS, JavaScript, familiar with Bootstrap)

Transcription

Network Administration — (Beginner Proficiency)

Virtual Assistant — (Product hunting & Listing)

Data Entry & MS Office Proficiency

Hardware and Software Troubleshooting

Interpersonal Skills

Problem-Solving and Analytical Thinking

ACADEMIC PROJECTS

Blockchain Based Voting System

(FYP)

- A secure, decentralized voting application built on the **Polygon Amoy Testnet**, utilizing **WebAuthn** for biometric authentication. Users register and vote using their fingerprint (or platform authenticator), ensuring one-person-one-vote integrity. Smart contracts manage candidate registration, voting, and result calculation on-chain for transparency and tamper resistance.

Classroom Network Setup

- Designed and implemented a small-scale LAN setup for a mock classroom environment.

Website Development

- Created a responsive front-end website using HTML, CSS, and JavaScript as part of coursework.

LANGUAGES

Urdu — (Native)

Punjabi

English — (Bilingual)

INTERESTS

Trading Cryptocurrency

Video Games

Sports