

MASHKOOR AHMED

CAREER OBJECTIVE:

Seeking a position in a dynamic and well reputed organization where an excellent organizing and team building skills can be utilized to improve the company's growth and in return to enhance my proficiency.

CONTACT

H.no: B2/12 Near Imam
Bargah Jacob Line Karachi.



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EDUCATION:

HSC - Sindh Board

Govt Degree Boys college 5L New Karachi

2019 - 2020

SSC - Sindh Board

Dolina Public Secondary School

2018- 2019

TRAINING AND DEVELOPMENT:

IT (3 Year Diploma in progress)

till date

from Aptech Computer Education

2022 – 2025

SKILLS

MS office



MS Excel



MS PowerPoint



Html & CSS



Java Script



PROFESSIONAL SKILLS:

- ☐ Creating spreadsheet
- ☐ Creating tables
- ☐ Creating pivot tables
- ☐ Running and creating macros
- ☐ Data analysis
- ☐ Data visualization
- ☐ Validating data
- ☐ Creating documents
- ☐ Managing tables of content
- ☐ Preparing documents for print
- ☐ Proofreading and editing copy
- ☐ Creating slideshows
- ☐ Embedding video and images

LANGUAGES

Urdu



English



PROJECTS:

- Semester 1** E-Project (Seek Coding)
skill used: HTML, CSS, Java script, ETC

REFERENCES

References available on request