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# **NAZISH JAVED**

# Web Developer

### **Contact Details**

• Email: <u>Inbox Please.</u>

Contact No. <u>+92 311 1234567</u>
Github Email: <u>My Github Profile</u>

#### **Bio Data**

Father Name : Muhammad JavedDate of birth : 7th January, 1995

Marital status : SingleNationality : PakistaniDomicile : Karachi (Sindh)

• Religion: Islam

CNIC: 11111-1234567-8Passport No.: AB1234567

### **Education**

#### 1. Matric

[SSC], [Matriculation Date August, 2011]

2. Intermediate

[I.COM], [Intermediate Date July, 2014]

3. Bachelor's Degree in Commerce

[University of Karachi], [Graduation Date September, 2019]

## **Professional Experience**

### [SEPOY]

[Collectorate of Customs Enforcement, Karachi], [03-12-2019 to Present]

- Drafting the letters
- File Management

### **Skills**

- Shorthand (60-80 WPM)
- Typing Speed: 50 WPM
- Proficient in Business Mathematics
- Advanced MS Office Suite (Word, Excel, PowerPoint)
- Operating Systems: Windows XP & Windows 7
- Quick adaptability to new software