


NEELMA NIAZI

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OBJECTIVE

I am a highly energetic, motivated, enthusiastic, and multitasking individual specializing in IT, communication, and management and dedicated to providing the best work in IT and management field.

Moreover, I am keen to learn new things, that makes me a quick learner. Currently, I am learning Node.js, MongoDB, and React.

Furthermore, I've finished off my Master of IT and waiting for result. Meanwhile, I'm working on web development projects privately and hunting for a job to enhance my capabilities, skills, education, and experience.



EDUCATION



Virtual University of Pakistan

Two years Master of Information Technology



Karachi University

Two years Bachelor of Commerce

Govt. Premier College

Two years Intermediate of Commerce



SKILLS

- Front-End-Web Development • JavaScript • HTML5 • CSS3 • Bootstrap 5 • C# • XAML
- .NET Framework • Python • Office 365 • C++ • MySQL • Linux • Windows10 • SDLC • Figma
- Hardware/Software Installation • Management • Administration



PROJECTS

- Working on a Web site in html5 and CSS3 with routing and animated text.
- My personal Portfolio website using html5, css3 & bootstrap (fully responsive).
- Deepfake Detection (deep learning) using Python and Mesonet.



EXPERIENCE

Web Developer/Social Media Manager | Fiverr

APR 2022 – CURRENT

Working remotely.

Manicurist | Self Employed

JAN 2013 – JUL 2021

Worked at home salon.

Campus Coordinator/Campus Head | Ghazi Foundation Schools & College

JUN 2008 – AUG 2012

Computer Operations:

Data Entry, Email Handling, Typing, E-Documentation, Notice writing, Schedule making and printing, making payroll system on Excel sheet.

Accounts:

Worked for staff payroll on excel, student fee ledger, defaulters' list, vouchers handling, petty cash book, daily collection report, monthly collection report, cash book accounting, school inventory system, other records and bookkeeping.

Administration Tasks:

To prepare daily timetable, exam schedule, practical schedule, etc.

To maintain admission record and G.R. register.

Responsible for secondary board activities and share the information as required with school staff/ board.

To assign duties and tasks to teachers and Staff members.

To answer teacher candidates' queries pertaining to the management of classroom and job market

To assess and evaluate the performance of students and teachers and supervise them

To conduct and attend meetings and seminars for teachers as well as upper staff in Head Office

To assist the School's Principal

To handle the tasks of recruiting better teaching and other staff

To assign various duties to staff and ensure proper implementation of discipline in the school premises.

To handle the tasks of assessing and executing paperwork and records for the development of the school

To create rules and procedures that covers behavioral plans for individual students

To help teachers in planning curriculum activities for their classes

Responsible for making annual plans for events and students' learning

To perform instructional programming and conducted meetings for teachers-parents

To coordinate assessment, registration, and testing activities for all incoming students.

Responsible to establish and maintain counseling programs and develop activities.