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| **Neelma**  **Niazi** | | **A-71, Sector Y-1, Gulshan-e-Maymar, Karachi, 75340**  **Mobile +92 334 1324251 WhatsApp +46 720213709**  **[shneil0904@hotmail.com](mailto:shneil0904@hotmail.com)**  **<https://www.linkedin.com/in/neelma-niazi/>**  **<https://github.com/neil0904>** |
|  | 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 Power BI and MERN.

Furthermore, It’s my last semester of Master of IT and I’m practicing coding at home and hunting for a job to enhance my capabilities, skills, education, and experience.

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|  | Education |

## Virtual University of Pakistan

Two years Master of Information Technology

## A picture containing text, clipart Description automatically generated Karachi University

Two years Bachelor of Commerce

## Govt. Premier College

Two years Intermediate of Commerce

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|  | Skills |
| • MySQL • Python • HTML5 • CSS3 • Bootstrap 5 • JavaScript • C++ • SDLC  • Windows10 • Linux • Figma • MS Office • MS Visio • Hardware/Software Installation  • Management • Administration • Leadership • Teamwork | |
|  | projects |

* Working on a Web site in html5, CSS3, and bootstrap 5 with routing and animated text.
* Digital Clock using Javascript, html, and CSS.
* My personal Portfolio website using html5, css3 & bootstrap (fully responsive).
* Deepfake Detection (deep learning) using Python and Mesonet.
* Students Database Management System in MS. Access
* Staff Payroll System in MS. Access ans MS. Excel.

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|  | Experience |

## Warehouse and IT Officer | **Kronans Apotek AB, Sweden**

### Jan 2017 – Feb 2021

**Warehouse:**

Receiving new products & medicine and returning defective or expired products & medicine.

Conducting data entries, maintaining and updating of products & medicine in pharmacy’s software.

Managing inventories of products & medicine.

Placing and storing products & medicine in warehouse in the concern cabinet.

**IT operations:**

Managing database.

Fixing simple faults and errors in hardware/software.

Contacting IT support if needed.

## IT & Admin Assistant | **Pressbyrån, Sweden**

### Jan 2013 – dec 2016

**Administration:**

Assisting in recruiting staff and managing staff appointments.

Handle sensitive information in a confidential manner.

Managing up-to-date holiday record.

Receiving supplies /goods and returning defective or expired goods.

Conducting data entries, maintaining and updating supplies inventory by checking stock to determine inventory level, anticipating needed supplies/ goods.

Placing orders for supplies/ goods and verifying receipt of supplies/ goods.

Placing and storing goods in the concern cabinet.

Managing computerized and manual filing systems.

Carrying out administrative tasks e.g. filing, typing, copying, scanning, printing, etc.

Replying to email, and other inquiries.

**IT operations:**

Managing database.

Fixing simple faults and errors in hardware/software.

Contacting IT support if needed.

## Campus Coordinator/Campus Head | Ghazi Foundation Schools & College

### jun 2008 – aug 2012

**Computer Operations:**

Data Entry: To enter, maintain, and update students and staff databases on spreadsheet for up to 1000 records independently.

Email Handling, Typing, E-Documentation, Notice writing, Schedule making on daily basis using MS Office Tools

Printing, scanning, copying documents and fax handling

To make payroll system on spreadsheet.

**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:**

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 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.