

NIDA SAFDAR

Junior Executive

CONTACT

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EDUCATION

- Bachelor of Science in Software Engineering (Ongoing)**
Government College University Faisalabad (GCUF)
Expected Graduation: 2026
Current CGPA: 3.48 / 4.00
- Intermediate (FSc - ICS)**
Saleem Nawaz Fazaia College, Pakistan Air Force Base Masroor, Karachi
Graduated: 2021
- Matriculation (Science)**
FG Fazaia Public School, Pakistan Air Force Base Masroor, Karachi
Graduated: 2019

CERTIFICATIONS

- Certified Ethical Hacker (CEH)**- NEVTEC, Corvit Faisalabad (Feb 2025 - Present)
- Front-End Development (Self-Paced Learning)** - HTML, CSS, JavaScript, and React Native via YouTube, GeeksforGeeks, and other platforms (2023 - Present)
- Freelancing**- DigiSkills Training Program (Jul 2022 - Oct 2022)
- Business Communication & Email Etiquette** -- YouTube/Online Learning
- Microsoft Office Suite (Excel, Word, PowerPoint)** - YouTube/Online Self-Learning

TECHNICAL SKILLS

- Excellent Typing Speed & Accuracy
- Data Entry & Database Management
- MS Office (Word, Excel, PowerPoint)
- Basic Coding & Web Development
- Strong Communication Skills (Urdu & English)
- Problem Solving & Team Collaboration
- Basic IT & Computer Troubleshooting

PROFILE

Motivated and detail-oriented individual seeking a Junior Executive position at NADRA. Dedicated to maintaining accuracy in data entry, ensuring smooth public service operations, and contributing to the organization's integrity and efficiency. Skilled in computer systems, database handling, and office management, with strong communication abilities in both English and Urdu.

WHY I'M EXCITED TO JOIN NADRA

I am excited to join NADRA because it offers the opportunity to serve the public while applying my skills in data management and office operations. I am motivated to contribute to the organization's efficiency and accuracy, learn from experienced professionals, and grow within a reputable and impactful institution."

ACADEMIC PROJECTS (UNIVERSITY LEVEL)

Database Management System

Designed small-scale systems for efficient data organization and record management.

Focused on accuracy, reliability, and structured data storage.

Typing & Office Tasks Practice

Gained hands-on experience in preparing reports, entering records, and formatting official documents.

Developed proficiency in office workflows and document handling.

Web & Software Projects

Developed portfolio websites and software interfaces showcasing attention to detail and usability.

Applied basic coding skills to create functional and visually appealing projects.