

# ALEEM NAWAZ



## Contact

**Address:**

Near Govt. Girls High School  
Sohawa, Jhelum

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## Languages

- URDU
- ENGLISH
- PUNJABI

## Career Objective

A **career** in reputed organization where I can apply my **knowledge and skills** with challenging opportunities for growth and shouldering responsibilities in any **suitable position** with intent to **serve** the company.

## Education

- **Masters:** M.Cs: **Virtual University of Pakistan - 2021**
- **Bachelor:** B.A (I.T): **Punjab University – 2018**
- **Intermediate:** (Faculty of Arts): **BISE Rawalpindi – 2015**
- **Matric:** (Computer Science): **BISE Rawalpindi – 2013**

## SUMMARY OF SKILLS

- Project management
- Strong decision maker
- Complex problem solver
- Quick adaptability
- Customers Service
- Innovative
- Service-focused
- Committed to work
- Excellent Communication Skills

## Additional Skills

- **Microsoft Office**  
(Ms Word, Ms Excel, Ms Power Point)
- **Urdu Inpage**
- **Adobe Photoshop**
- **Adobe Illustrator**
- **Wordpress**
- **Website Development:** HTML, CSS, JavaScript, Bootstrap, PHP, MYSQL
- **Proficiency in computer hardware and software**
- **Internet Browsing and Surfing**

## Experience

- Working as an “**Admin**” in “**AL SAADI EDUCATION SYSTEM SOHAWA**” from **Feb 2014 to Onwards**.
- Doing Freelancing as a “**Graphics Designer and Word Press Website Designer**” on “**Fiverr**” as **Level One Seller**.