# UMAIR SHAUKAT

## CONTACT

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📍 Village Matwanwala punjab pakistan

## EDUCATION

**2018 - 2020**
**PUNJAB COLLEGE**
- Intermediate

**2020- 2025**
**GUJRAT INSTIUE OF MANGEMENT SCIENVE**
- Bachelor of Computer Science
- GPA: 2.77 / 4.0

## SKILLS

- Data Entry & Record Keeping
- Microsoft Excel (Formulas, Sorting, Filtering)
- Microsoft Word (Templates, Formatting, Document Handling)
- Document Management & File Organization
- Customer Service & Communication

## LANGUAGES

- English (Intermediate)
- Urdu(Advanced)

## PROFILE

Detail-oriented and adaptable professional with strong skills in data entry, document management, and customer service. Proficient in Microsoft Excel and Word for maintaining accurate records, organizing data, and preparing professional documents. Known for excellent communication, time management, and the ability to work effectively both independently and in team environments. Quick to learn new tools and processes, with a commitment to accuracy and efficiency in all tasks. Eager to contribute to administrative and record-keeping roles with a focus on quality and productivity.

## WORK EXPERIENCE

**Aspiring Frontend Developer**          2024 - PRESENT
Self-Learning & Academic Practice

Actively developing strong computer literacy through self-learning on online platforms such as freeCodeCamp and W3Schools. Building practical knowledge in organizing digital content, formatting documents, and managing structured data. Gaining experience in using tools like Microsoft Word and Excel efficiently. Practicing attention to detail through form validation exercises and logical data handling. Familiar with digital work environments, using tools like VS Code, and version control systems like Git to track changes and maintain accuracy.

## PROJECTS

**1. Excel-Based Inventory Tracker**
Self-Practice
- Created an Excel spreadsheet to track product inventory with columns for item names, stock levels, prices, and reorder alerts.
- Used formulas (SUM, IF, VLOOKUP) to calculate totals and generate restock warnings automatically.
- Practiced sorting, filtering, and conditional formatting for efficient data visualization.
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**2. Customer Data Entry & Record System**
Self-Practice
- Designed a mock customer database in Microsoft Excel.
- Entered and organized over 100 sample customer records with details like names, contact info, and order history.
- Applied data validation and created dropdown lists to ensure accurate data entry.