

Anum Shabbir

IT Officer & Web/Wordpress Developer

CONTACT DETAIL

Father Name : Muhammad Shabbir

Tel: +92 315 0403148

Address:

Email: anamshabbir44@gmail.com

Quaid-e-Azam Colony, Chakari
road, PO Dhamial Camp
Rawalpindi Pakistan

DOB: 6 November 1998

PERSONAL STATEMENT

I am looking for a challenging and rewarding future in a healthy and competitive organization and to prove my will power resolution is the ambition of my life. I offer my enthusiasm, honest, effort, dynamism and commitment for achieving the goal with the following

EDUCATION

PMAS Arid Agriculture University – Rawalpindi,
Pakistan

BS. Information Technology
2017 - 2021

FG Degree College, Abid Majid Road Rawalpindi

F.SC Pre-Eng.
2015 - 2017

Allama Iqbal Model School, Rawalpindi

Matriculation
2013 - 2015

COMPUTER LANGUAGES AND SOFTWARE

Languages: C++, C#, Android, Java, Html, CSS, PHP, ASP.Net, React Native

Software: Visual Studio, Microsoft Office, Proteus, SQL Database Management, Eclipse
NetBeans, Dreamweaver, Android Studio, XAMPP, Visual Studio Code.

SEMESTER PROJECTS

- C++ Project on School Management System (Outdoor)
- OPP Project on Ticket Reservation Management System.
- Create profile Website by used code HTML, CSS, PHP.
- Java Data Management System.
- E-Commerce website Online Boutique by used code React native .
- Library Management System website by used code ASP.net
- Library Management System Application by used code C#

WORK EXPERIENCE

- **IT Officer Web/Wordpress Developer: Work Generations Pvt. Ltd.**

January 2022 – Continue

- Working on window server 2022, good knowledge of active directory, DHCP server, apply GPO policies to end user.
- Install, configure, and maintain computer hardware and software.
- Provide technical support to end-users, helping them with hardware and software issues.
- Troubleshoot network issues and ensure network security.
- Monitor network performance and make necessary improvements.
- Implement and manage security protocols, firewalls, and antivirus software.
- Monitor for security breaches and take appropriate measures to protect the organization's data.
- Test and update backup systems regularly.
- Create, modify, and delete user accounts.
- Administer and maintain servers, including email servers, and web servers
- Deep understanding of WordPress CMS (Content Management System), including its core functionalities, themes, plugins, and updates.
- Strong knowledge of HTML (HyperText Markup Language) and CSS (Cascading Style Sheets) for designing and styling web pages.
- Knowledge of MySQL or other database management systems is important for managing WordPress databases and handling data efficiently.
- Ability to create responsive designs that adapt to various screen sizes and devices, ensuring a seamless user experience across desktops, tablets, and mobile devices.
- Understanding of WordPress security best practices to protect websites from vulnerabilities and malicious attacks.
- Basic knowledge of SEO principles and techniques to optimize WordPress websites for better visibility and search engine rankings
- Ability to optimize WordPress websites for speed and performance, including techniques like caching, image optimization, and minimizing HTTP requests.
- Good communication skills are essential for collaborating with clients, designers, and other team members throughout the development process.

- **Internship in WordPress Development: Hukumat Networks**

September 2021 – November 2021

- Design and develop a Professional WordPress Website using the Elementor page builder or Divi Builder

Technologies Used: Elementor, Divi, Wp-Bakery, kadence WP, Shopify, Wix, WooCommerce etc.

OTHER WORK EXPERIENCE (Casual)

1. January 2021 – Present. Quaid Science Academy .
Administration job and Teaching Computer 11th year and 10th
2. August 2019 – March 2020. Quaid Science Academy.
Evenings only. Teaching Maths Chemistry and computer

ACTIVITIES AND INTEREST

Computing and Researching, Reading books, visiting places, Socialising with friends in general.