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Seeking a position in the field of Computer Science where I can utilize my skills to further work towards personal and professional development and contribute towards the prosperity of the organization. Strong work ethic, and great initiative. Energetic, results- oriented team-player eager to bring strong administrative skills to growing company in need of top-level support.

## **EDUCATION**

### **Certificates of Higher Education, Computer Science**

- Matric(Sciences): Dar-e-Arqam School - Rawalpindi, Punjab [2020]
- ICS: Punjab Group Of Colleges - Rawalpindi, Punjab [2022]
- Associate Degree Program-Computer Science (ADP-CS):  
Capital University of Sciences And Technologies - Islamabad [2024]

## **SKILLS**

- Web Development (PHP,Laravel,Angular,Java,JavaScript,HTML/CSS,WordPress,Shopify)
- Front-End Development
- Database Management(MySQL)
- Android Development(Android-Java)
- Software Development Methodologies(Agile, Scrum, Waterfall)
- Android SDK
- Android Studio
- C++
- Object Oriented Programming
- English/Urdu speaking skills

# WORK HISTORY

## Front-End Developer Intern

**CodeAlpha (Remote)**

[1 Sep 2024 - 30 Sep 2024]

- **Responsibilities:**

- Developed interactive web pages using HTML, CSS, and JavaScript.
- Individually worked to create responsive and user-friendly interfaces.
- Gained hands-on experience with web development best practices and coding standards.

### **Skills Acquired:**

- HTML
- CSS
- JavaScript
- Version control (Git)
- GitHub
- Responsive design
- Front-end frameworks ( React, Angular).

## Front-End Developer Engineer

**National Information Technology Board**

[ July 2024 – Sep 2024]

### **1. Assist in Developing and Designing Websites**

- **HTML/CSS:** Support the creation and modification of web pages using HTML5 and CSS3. Ensure that web pages are responsive and follow best design practices for usability and accessibility.
- **JavaScript:** Implement basic interactive elements such as form validations, modal dialogs, and dynamic content updates to enhance the user experience.

### **2. Support WordPress Site Management**

- **WordPress:** Help with the customization and maintenance of WordPress sites by updating themes and plugins, and managing site content. Ensure that WordPress sites are secure and functional.

- **Basic PHP:** Assist in writing simple PHP scripts to handle custom functionality, such as creating custom fields or modifying existing WordPress plugins.

### 3. Learn and Apply Basic Back-End Development Skills

- **PHP:** Gain experience in server-side scripting by working on basic PHP tasks, such as handling form submissions or integrating with MySQL databases.
- **Laravel Basics:** Begin learning the Laravel framework by contributing to small tasks, such as creating routes, controllers, and views for simple applications.

### 4. Optimize Web Performance and Usability

- **HTML/CSS/JavaScript:** Apply best practices for optimizing web performance, such as minifying CSS and JavaScript files, and using efficient coding techniques. Ensure cross-browser compatibility and responsiveness.
- **WordPress:** Use caching and optimization plugins to improve site speed and performance.

### 5. Collaborate and Troubleshoot Development Issues

- **Team Collaboration:** Work closely with other developers, designers, and stakeholders to understand project requirements and deliver solutions that meet those needs.
- **Debugging:** Identify and resolve basic issues related to HTML, CSS, JavaScript, and PHP. Use debugging tools and techniques to troubleshoot and fix problems.

## Virtual Assistant

**YC Solutions — Remote**

[ Sep 2024 – Present]

**Clients: USA & UAE-based businesses**

#### 1. Administrative & Client Support:

- Managed emails, calendars, and scheduled appointments for international clients.
- Provided customer service support and conducted follow-ups via email and phone.
- Coordinated with teams across different time zones to ensure seamless communication.

#### 2. Content & Website Management:

- Handled website updates, property listings, and blog postings.
- Assisted in creating and updating marketing materials and presentations.

### 3. **Social Media Management:**

- Created, scheduled, and managed content for platforms like Instagram, Facebook, LinkedIn, YouTube, and TikTok.
- Supported growth strategies for social media engagement and lead generation.

### 4. **Data & CRM Management:**

- Maintained and updated CRM systems and client databases.
- Assisted with lead generation and tracking client interactions.

## **HOBBIES**

- Traveling
- Book Reading
- Content Writing