

ZARLI AKHTAR

Enthusiastic and dedicated recent graduate with hands-on experience in administration and digital design. Seeking to contribute to a dynamic organization where I can grow and apply my technical and administrative strengths.

(+92) 0318-5588673

zarliakhtar7@gmail.com

Wah Cantt, Rawalpindi, Pakistan

Education

- BS in Computer Science
Virtual University of Pakistan 2021- 2025
 - F. Sc (Pre-Engineering)
Punjab College of Excellence, Wah Cantt 2019 - 2021
 - Matriculation (Science)
F.G. Public School No. 2 (Girls), Wah Cantt 2017- 2019
-

Work Experience

- **Administrator**
Base School System 2023 – Present
Managed daily administrative operations, records, and scheduling
Handled accounts and fee management with accuracy
Coordinated with staff and parents to maintain smooth communication
Supported digital documentation and design tasks
 - **Administrator**
Real Scholars School System 2022 –2023
Oversaw student data entry and academic records
Assisted with accounts and reporting tasks
Helped organize events and supported academic activities
-

Projects

- ***Android-based Expense Manager App***
Developed a mobile app to track daily expenses, categorize spending, and manage budgets
Implemented features for data storage, user-friendly interface, and real-time expense summaries
Designed with Android Studio using XML and Java for layouts and functionality
 - ***Study Scheduler Web Application***
Built a web app that generates personalized study schedules based on exam dates and subjects
Implemented features for subject entry, progress tracking, and dark/light themes using HTML, CSS, and JavaScript
Enabled local data storage for persistent user schedules across sessions
-

Certifications & Courses

MS Excel, MS Data Visualization, (Coursera – Microsoft) SQL Basics (Coursera – UCDAVIS)
Data Analytics, Data Analytics using SQL (Coursera – Google)

Skills

- Programming: XML, Java, Web Development: HTML, CSS, basic JS
- Databases: MySQL / SQLite
- Data Analytics: Excel, beginner SQL, currently learning advanced analytics
- Office Tools: MS Word, Excel, PowerPoint
- Tools & Platforms: Android Studio, MS Office Suite