

AMONA SARFRAZ

PERSONAL INFORMATION

DATE OF BIRTH

23 March, 1987

CNIC

37405-3971537-0

ADDRESS: PRESENT

House No. 107/A-1
Malik M Iqbal Street No
4

Kamal Abad Rawalpindi

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CELL: +92-313 5336 882

OBJECTIVE

- Seeking a responsible and challenging position in a growth oriented progressive Institution where my experience and skills will significantly contribute to the overall success of the organisation and provide opportunities for my career growth.

PROFESSIONAL QUALIFICATIONS

BSCS (Hons) (Computer Science)	International Islamic University, Islamabad	2013
Intermediate Level (Computer Science)	Askari College, Kashmir Road, RWP	2007
SSC Level	Federal Government School, Lalkurti, RWP	2004

MAJOR COURSES

Courses includes:

- Database System
- Analysis Of Algorithms
- Computer Organization & Assembly Language
- Computer Communication & Networks
- Artificial Intelligence
- Financial Management
- Advance Computer Programming
 - Numeric & Symbolic Computing
- Introduction To Software Development
- Digital Logic & Computer Architecture
- Digital Circuit Design
- Discrete Structure
- Compiler Construction
- Fundamental Of Algorithms
- Introduction To Computers
- Computer Graphics
- Web Based Application Development
- Theory of Automata & Formal Language
- Database Technology

HONORS & AWARDS

- Having **Five(5)** years from **27 April 2014 to 30 December 2019**
Experience As An Accountant and Secretary in TOP CHOICE
SCAFFOLDIG COMPNAY in Dubai, UAE
- Having 6 Months Experience In Teaching

E M A I L :

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DISTINGUISH FEATURES

- Proficient in speaking English, Urdu. Punjabi
- Keen sense for details.
- Can work for long hours.
- Flexible and quick learner.
- Can take challenges with confidence.
- Capable to lead in an effective manner.
- Under-take responsibility easily & confidently.
- Good relationship building skills.
- Good planner.
- Responsible.
- Friendly
- Creative

Specialities

- Extensive knowledge of Microsoft, Word, Excel, Access, Power Point,
- Open Office
- Data Entry

Projects

- Plagiarism Detection Using Frequent Pattern Mining (Final Year Project)
- Done a project of database using Access and Database SQL on CSD.
- Web Design projects
- Maintenance in no of Projects.

WORKSHOP & SEMINARS

- Attended/arranged various seminars/workshops.
- Career Path Planning

REFERENCES

- Will be furnished on request