



CONTACT

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-  Rawalpindi, Pakistan

EDUCATION

BS INFORMATION TECHNOLOGY

University of Gujrat
2020 - 2024

SKILLS

- MS Office (Word/Excel/PowerPoint)
- IT Support
- Database Administration
- Web Development
- Computer Literacy
- Effective verbal and written communication
- Adaptability
- Critical Thinking
- Empathy
- Attention to detail
- Problem-Solving
- Time Management
- Strong Communication

Shemir Ahmed Butt

ABOUT ME

Motivated and detail-oriented IT graduate with a strong foundation in technology, data management, and organizational processes. Proficient in Microsoft Office Management and IT Support, with the ability to analyze and organize information efficiently. Known for strong teamwork, adaptability, and maintaining confidentiality in all tasks. Eager to contribute to a dynamic organization and grow into a results-driven management professional.

PROFESSIONAL COURSES

MS OFFICE MANAGEMENT

Nice Institute of Computer Education

May 2023 - Aug 2023

- Gained hands-on proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.
- Learned to create, format, and manage professional documents and reports.
- Developed skills in data entry, spreadsheet management, and basic data analysis using Excel.
- Created engaging presentations and managed email communications effectively.
- Improved office productivity and digital organization through Microsoft tools.

LANGUAGES

- **English (Fluent)**
- **Urdu (Native)**