



Iqra Aftab

Passport: DQ1576631 | **Date of birth:** 13/11/1996 | **Place of birth:** Rawalpindi, Pakistan | **Nationality:** Pakistani |
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Address: House # 11 Ghosia Colony Pindora Chungi Rawalpindi, House # 561, Street # 120, Sector G-9/3, Islamabad, 4300, Rawalpindi, Pakistan (Home)

● ABOUT ME

I hold a Master of Science (MSc) degree and have professional experience working as a Computer Operator. Over the years, I have developed strong technical and administrative skills, particularly in managing data, maintaining computer systems, and ensuring the smooth operation of IT infrastructure. My background combines academic knowledge with hands-on experience, allowing me to efficiently handle both routine tasks and unexpected challenges in a fast-paced environment. I am detail-oriented, dependable, and committed to continuous learning and professional growth in the field of information technology.

● WORK EXPERIENCE

IQRA AFTAB – RAWALPINDI

Address 79-A Iran Road, Satellite Town, Rawalpindi , Rawalpindi

COMPOSER AND GRAPHIC DESIGNER – 10/09/2022 – 22/03/2024

At Faisal School, I design visual content for academic and promotional use, including brochures, banners, and newsletters. I also edit and format official documents, ensuring clarity, consistency, and accuracy. My role supports the school's communication efforts, maintaining a professional image across both print and digital platforms.

IQRA AFTAB – RAWALPINDI, PAKISTAN

Address Near IJP Road, Rawalpindi , Rawalpindi, Pakistan

CLASS COORDINATOR – 01/05/2023 – 04/2024

At the International Institute of Quran Learning, I coordinate class schedules, manage student records, and serve as a liaison between students and instructors. I ensure smooth academic operations, organize online and in-person sessions, and support student engagement, contributing to an effective and well-structured learning environment.

IQRA AFTAB – RAWALPINDI

Address Dhamial Kalyal Link Road Adyala Rawalpindi , Rawalpindi

COMPUTER OPERATOR AT WINGGATE MONTESSORI AND HIGH SCHOOL, I MANAGE COMPUTER SYSTEMS, MAINTAIN STUDENT DATA, AND SUPPORT ADMINISTRATIVE TASKS. I HANDLE DATA ENTRY, GENERATE REPORTS, AND ENSURE THE SMOOTH OPERATION OF IT EQUIPMENT. MY ROLE ENSURES ACCURATE RECORD-KEEPING AND SUPPORTS THE SCHOOL'S DAILY ACADEMIC AND ADMINISTRATIVE FUNCTIONS. – 25/12/2024 – CURRENT

At Winggate Montessori and High School, I manage computer systems, maintain student data, and support administrative tasks. I handle data entry, generate reports, and ensure the smooth operation of IT equipment. My role ensures accurate record-keeping and supports the school's daily academic and administrative functions.

● EDUCATION AND TRAINING

10/02/2019 – 10/02/2023 Islamabad , Pakistan

MSC Quaid-e-Azam University

Website www.qau.edu.pk | **Level in EQF** EQF level 1

Website www.pu.edu.pk | Level in EQF EQF level 1

10/08/2015 – 10/09/2017 Rawalpindi , Pakistan
FA Post Graduate College

Level in EQF EQF level 1

11/08/2014 – 07/04/2016 Islamabad , Pakistan
MATRIC Islamabad Model College for Girls, I-9/4 , Islamabad

LANGUAGE SKILLS

Mother tongue(s): URDU | PANJABI; PUNJABI
Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Communication | Microsoft Office | Microsoft Word | Social Media | Microsoft Excel | Microsoft Powerpoint | Google Drive | Gmail | Facebook | Zoom | Designing

CREATIVE WORKS

05/09/2022 – 01/02/2023
Designing notebooks of Montessori

At Faisal School, I design customized notebooks aligned with the Montessori curriculum, tailored to support early childhood learning and development. These notebooks include engaging visuals, interactive activities, and age-appropriate educational content across subjects such as language, math, and practical life skills. I ensure each design promotes creativity, independent learning, and hands-on exploration in line with Montessori principles. By collaborating with academic staff, I incorporate structured yet flexible layouts that cater to diverse learning needs. My designs aim to create an enriching and visually appealing learning experience, supporting both teachers and students in achieving foundational educational goals.

HOBBIES AND INTERESTS

Designing

In my free time, I engage in creative design projects to enhance my skills and explore new design trends. I enjoy creating visual content for personal and educational use, focusing on layout, typography, and aesthetics. This passion allows me to stay inspired and continuously improve my design abilities.