

Pakeeza Safdar

Mohri Ghazan Post Office Dhamial, Rawalpindi | +92 322 8545812 | pakeezahsafdar786@gmail.com

Objective

- Motivated and detail-oriented individual seeking a challenging position in a growth-oriented organization where I can apply my skills, enhance my professional experience, and contribute to the team's success through dedication, innovation, and a strong work ethic.

Education

BACHELOR'S | CONTINUE (8TH SEMESTER) | VIRTUAL UNIVERSITY OF PAKISTAN

- Major: Software Engineering
- Minor: Cyber security
- Related coursework: Software Design & Architecture, Web Development / Front-End & Back-End Development

INTERMEDIATE | 2019 | QUAID SCIENCE ACADEMY AND COLLEGE

- Major: Pre-Medical

MATRICULATION | 2017 | QUAID SCIENCE ACADEMY AND COLLEGE

- Major: Science

Skills & Abilities

PROGRAMMING:

- HTML, CSS, JavaScript, Python

TOOLS:

- VS Code, MS Office, Canva

SOFT SKILLS:

- Time Management, Communication, Teamwork, Critical Thinking, Problem Solving, Decision Making

LANGUAGE:

- Fluent in English and Urdu

Experience

- **OFFICE ASSISTANT** | PAK MUSHAWART OFFICE DAWAT-E-ISLAMI | 1.5 YEAR
- **TEACHER** | AIR FOUNDATION SCHOOL SYSTEM | 02 YEARS
- **ADMIN OFFICER** | AIR FOUNDATION SCHOOL SYSTEM | 06 MONTHS

Certifications

- **WEB DESIGNING AND DEVELOPMENT**

Punjab Skills Development Fund (PSDF)

- **TIME MANAGEMENT**

National Vocational & Technical Training Commission (NAVTTTC)

- **INTRODUCTION TO NETWORKS**

Cisco Networking Academy

- **JAVASCRIPT ESSENTIALS**

Cisco Networking Academy