

IQRA AFRAZ

CONTACT

+92 316 5163151

iqraafraz707@gmail.com

Rawalpindi

SKILLS

- MS Office Suite (Word, Excel, PowerPoint)
- Student/Parent Counseling
- Inquiry Handling & Customer Service
- Data Entry & Record Keeping
- Basic Programming Concepts
- Time Management
- File Documentation
- Problem Solving
- Quick Learner
- Fast Typing (30+ WPM)

LANGUAGES

- Urdu (Native)
- English (Fluent)

REFERENCE

Provided on demand



PROFILE

A BS Computer Science graduate from Air University with a strong foundation in programming and much more. Experienced in applying technical knowledge to real-world tasks and comfortable working in both academic and professional environments. Seeking a versatile entry-level position where I can utilize my analytical thinking, problem-solving abilities, and basic technical skills while contributing to operational, administrative, or instructional functions.



PROFESSIONAL EXPERIENCE

Owner & Course Instructor

SEP 2025 - PRESENT

CAPS Academy. Rawalpindi

- Manage the complete lifecycle of student administration including admissions, fee records, and attendance tracking using MS Excel.
- Serve as the primary point of contact for parent and student inquiries, providing counseling and academic guidance.
- Conducted instructional sessions, developing basic curricula and delivering lessons to students.
- Maintained organized filing systems for student documentation and academic records

Computer Management

SEP 2023- MAY 2024

IDEAL INNOVATIVE SOLUTIONS PVT LTD, Islamabad

- Gained basic exposure to web development, assisting with minor front-end tasks including HTML/CSS updates and layout adjustments under team supervision.



EDUCATION

2020 - 2024

BACHELORS OF SCIENCE IN COMPUTER SCIENCE

AIR UNIVERSITY ISB

Final Year Project: Real-Time Vehicle Monitoring System with Number Plate Recognition

- Developed a real-time vehicle monitoring solution using computer vision techniques.