

# KIRAN ABDUL RAHEEM

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## SUMMARY

I am looking forward for an opportunity of working in a dynamic and challenging environment. Efficient and knowledge of MIS department. Coordinated and collaborative team player with attention to developer skills, and ability to contribute to handle database platform where I can utilize my skills for developing my career and for the growth of the organization.

## SKILLS

- Programmer
- Manage data structure
- Wordpress Developer
- Responsive Design UI/UX
- Customize Sites
- Create Libraries
- Manage Database with Mysql
- Basic CODEX/Programming
- Hosting Sites
- Expert in MS WORD & EXCEL,
- Php,jQuery,CSS,HTML.
- Content Management system
- Project Management
- Problem Solving

## PERSONAL DATA

H/Name	Muhammad Junaid
Marital Status	Married
DOB	02 <sup>th</sup> Jan, 1993
CNIC	42201-9638946-0
Languages	English,Urdu

## EXPERIENCE

### -JUNIOR IT OFFICER

#### ENGINEERED CHEMICALS PVT LTD (2022-2023)

I had worked as a junior IT officer in the field of management information system at the Engineered Chemical pvt ltd.

- Modernized the IT infrastructure and increase its quality and virtualized work load.
- Handle Office Data in Software.
- Lead all information technology operations within a company.

### -MIS MANAGEMENT & JUNIOR PROGRAMMER

#### MACTER SOFTWARE HOUSE (6 MONTHS INTERNSHIP)

- Do Bit tasks and Perform MIS under senior's guides.
- Do programming for websites.

### -SOCIAL WORK

#### SPARC CHILD WORK ORGANIZATION (6 MONTH)

- Social work in foundation schools.

## EDUCATION

### -BACHELORS IN SCIENCE (IT) (CGPA-3.67 2012 – 2016)

Preston Institute of Management Science and Technology, Karachi Campus.

### -INTERMEDIATE IN SCIENCE (GRADE/B 2009 – 2011)

FG Girls College Karachi Cantt.

## REFERENCES

References available on request.