



SAJID AZIZ

Punjab, Pakistan

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Summary

I am Sajid Aziz. I was born on 1-Mar-1994 in Rajanpur District. I Passed a Bachelor's degree in Computer Science in 2016, from Government College University Faisalabad. Experience of working with Senior Management. I have expertise in Services of data entry and graphics design for over 4.3 years in different organizations. The ability to work with a large amount of data by entering data quickly and accurately into various database software. I am adept at using a variety of software, including Microsoft Office 365, Data management in Excel, data cleansing, Analyze data, also have work experience with Adobe Illustrator, Figma, and Canva for Graphics Design.

I am Interested in Data. IT tools. I want to learn more about SQL, data structures in Python, Microsoft Azure usage databases, Power BI and Cyber & Digital Security. I am willing to provide my services in information technology for your organization.

Experience



IT Assistant

Qatar Charity

Mar 2023 - Sep 2023 (7 months)

Job Description: Recently, I completed a project-based job as an IT Assistant at a Qatar charity, NGO, Rajanpur. I worked starting from March 1, 2023, to September 30, 2023. Here my major responsibility was to support Social Mobilizer departments for Data Entry. I support to Admin and staff for troubleshooting and maintenance of an official Desktop PC or laptop. Moreover, I support a Graphics Designer to complete work related graphics design such as Infographics design, Print design, Presentation Design, Poster Design, Banner Ads etc.

Job Place: Qatar Charity Field Office (Officer Colony near JPS School) Rajanpur.

Date: From March 1, 2023 to September 30, 2023.

Project Manager: Sajid Nadeem Bukhari.

Office Ph#: +92-333-6012578



Data Entry Officer

ACT International

Nov 2022 - Nov 2022 (15 Days)

Job Description: I worked as a Data Entry Officer at Act International NGO Rajanpur. I worked here for 15 days on daily wages, from November 1, 2022, to November 15, 2022. My major responsibility was updating the Beneficiary FORM on the Act International (NGO) website.

Job Place: Aiming Change for tomorrow (ACT).

Date: From November 1, 2022, to November 15, 2022.

Project Manager: Aftab Ahmed Qayyum: +92-321-5887430 |

Email: Aftab.qayyum@gmail.com

Office Ph#: +92-333-663-1198.



Computer Operator

Punjab Irrigation Department

Mar 2022 - Jun 2022 (4 months)

Job Description: I worked as a computer operator at the office of the executive engineer. I worked here from March 8, 2022, to June 4, 2022. My major responsibility was the digitization of the CCA records on the E-Abiana website.

Job Place: Canal Division Rajanpur, Irrigation Department, Near Rescue 1122.

Executive Engineer Rajanpur: Abdul Rouf.

Office Ph#: 0604-920164.



Computer Operator

Punjab Irrigation Department

Aug 2021 - Nov 2021 (4 months)

Job Description: I worked as a computer operator at the office of the executive engineer. I worked here from August 10, 2021, to November 8, 2021. My major responsibility was the digitization of the CCA records on the E-Abiana website.

Job Place: Canal Division Rajanpur, Irrigation Department, Near Rescue 1122.

Executive Engineer Rajanpur: Abdul Rouf.

Office Ph#: 0604-920164.



Data Entry Operator, Office Assistant

Fazilpur Pharmacy & Vet-Care Center Near HBL Bank Fazilpur District Rajanpur

Nov 2017 - Dec 2020 (3 years 2 months)

Job Description: Worked as a data entry and office assistant at Fazilpur Pharmacy and Vet-Care Center on November 6, 2017 and will end on December 31, 2020. My major responsibilities were data entry, answering telephone calls, document scanning and printing, and printing.

Job Place: Fazilpur Pharmacy & Vet-Care Center Near HBL Bank Fazilpur District Rajanpur. **Office Ph#:** Dr. Masab Hafeez: +92 305 447 4848 | +92 335 865 2938.

Education



Government College University Faisalabad

Bachelor's Degree, Computer Science

Year: 2012 - 2016

GRADUATION | BSCS Honors 16Years Education

Marks: 1832.5/2760 or | 3.08/4.0 CGPA or First Division.

University: GCUF Faisalabad University. Degree Issue Date: June 21, 2016.



Board of Intermediate and Secondary Education, Dera Ghazi Khan

I.COM, Business/Commerce Group, General

Year: 2009 - 2011

I.COM 12 years education- Intermediate Marks: 546/1100 | Second Division.

Degree Issue Date: September 10, 2011.



Board of Intermediate & Secondary Education Larkana

Matriculation, Science Group

Year: 2007 - 2009

Matriculation | (Science Group) 10 Years

Education Marks: 544/850 | first Division.

Degree Issue Date: July 24, 2009.

Licenses & Certifications



E-Rozgaar Program - Creative Designing - Technical Education and Vocational

Training Authority

Credential ID: 636376

Certificate Issue Date: February 23, 2021

Verification Link: <https://erozgaar.pitb.gov.pk>



CCA (Computer Application) 06-Months - Technical Education and Vocational

Training Authority

Credential ID: 112635

Certificate Issue Date: October 22, 2011

Verification Link: <https://www.pbte.edu.pk/Verification.html>

Skills

Hard Skills

- Data Entry • Data Management • Microsoft Office 365 (Word, PowerPoint, Excel, Outlook)
- Graphic Design • Adobe Illustrator • Figma • Canva
(Infographics design, Print design, Presentation Design, Poster Design, Banner Ads etc)

Soft Skills

- Effective Communication skills • Teamwork • Problem Solving • Time management • Analytical Skills

Hobby

Photography • Learning Languages • Travel • Blogging • Sports • Music

Language

Languages	Speaking	Understanding	Writing	Reading
Urdu	Good	Good	Good	Good
English	Basic	Basic	Good	Good