



TIMSAL ANJUM RAZA

Contact Information

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❖ About Me

I'm a diligent individual having multiple skills with experience. Based on my knowledge and working experience, I can do different tasks on different computer software's confidently. Seeking a challenging role as a Personal IT Assistant where my proficiency in the application of computer operations will be fully consumed to help the organization reach its objectives with excellence and ease.

❖ Strength & Skills

- Microsoft Office (Excel, Word, PowerPoint)
 - Data Entry & Conversion (Word, Excel to PDF, Image)
 - Data & Email Handling (Sending & Receiving)
 - Web Handling
 - Computer Skills (Windows Installation, Drivers Installation, Software's Installation, Problem Solving)
- Other Skills**
- Graphic Design (Basic)
 - Video Editing & 2D Animation (Basic)
 - YouTube Channel

❖ Academics

Title	Institution	Date
2-Years Associate Degree <ul style="list-style-type: none">▪ Bachelor of Information Technology	University of the Punjab	2020
<ul style="list-style-type: none">▪ DAE (Printing & Graphic Arts)	Punjab Board of Technical Education	2016
<ul style="list-style-type: none">▪ Matric	BISE Lahore	2013

❖ Experience

Organization	Designation	Duration
<ul style="list-style-type: none">▪ Akhtar Saeed Trust Hospital	Personal IT Assistant (Medicine Department)	Jan (2021-2025 / 4 Years)

❖ Work History

I joined Akhtar Saeed Trust Hospital 4 years ago as a Personal Assistant of Medicine Department. During that, I worked on MS Excel for making result sheets of students of different classes like 3rd Year BDS, Final Year & 4th Year MBBS, 4th Year DPT and 2nd Year MIT. I was also responsible for making duty rosters of Consultants, Post Graduate Residents, House Officers and time table of classes (MBBS, BDS, DPT, MIT). Conducting classes of MBBS, BDS, DPT and MIT was also in my responsibilities.

❖ Functional Areas

- Administration

❖ Hobbies

- Internet Browsing
- Book Reading

❖ Languages

- English (Controversial)
- Urdu (Flaunt)