



AHMAD MUSTAFA

Computer Operator

About Me

A motivated and disciplined Frontend Developer with hands-on experience in HTML, CSS, Bootstrap, JavaScript, and responsive web design. Skilled in Data Entry, MS Office, accurate typing, and maintaining organized records. Seeking a position as a Computer Operator to utilize my technical skills, attention to detail, and ability to manage computer-based tasks efficiently. I am a quick learner, reliable, and committed to delivering quality work.



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Chungi Amar Sadhu, Lahore, Punjab, Pakistan

Language

- English
- Urdu

Expertise

- MS Office | Excel
- Google Sheets & Google Docs
- Data Entry & Management
- File Handling & Maintenance
- Internet Research
- Email Management
- Computer Operations
- PDF Handling & Document Formatting
- HTML, CSS, Bootstrap
- JavaScript
- Responsive Web Design

Experience

(2025-continue)

Fission Monster Ltd IT Assistant

A reliable IT Assistant skilled in Data Entry, Data Management, and MS Office (Word, Excel, PowerPoint). Experienced in Windows installation, software installation, basic troubleshooting, system setup, and computer maintenance. Able to handle technical tasks efficiently and support daily IT operations with accuracy and responsibility.

(2024- 6 Month)

DEVJIX SOFTWARE COMPANY Front-end Developer

Developed and maintained multiple responsive websites, resulting in improved user engagement and increased website traffic

(2024 - 6 Month)

INNOVIX SOFTWARE COMPANY Data Entry Operator

Maintain Office Documents and manage Office works like Attendance Employees, Sallery Employpess. Data Sheets compiles and work best logics.

Education

Matric From Lahore Board

Islamia Public High School
2020

Intermediate (ICS) From Lahore Board

Punjab Group Of College
2023

Full Stack Website Developer

IDEOVERSITY TRAINING INSTITUTE ARFA TOWER
2024

BSCS (Cont...)

VIRTUAL UNIVERSITY OF PAKISTAN
2024