



# SAUD AKHTAR

## ABOUT ME

I am patient person who remains calm under pressure. I am enthusiastic in my work and like to ensure that I get my work completed on time and to the correct deadline where necessary.

I am looking to obtain any available, yet suitable position that provides quality services to the public directed in maintaining the good of the company and to work with people in a new environment that offers challenges and motivation to upgrade all aspects and widen the horizon.

## CONTACT

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WhatsApp: +971 55 9058455  
Email: [saud60014@gmail.com](mailto:saud60014@gmail.com)  
Address: Al jaffiliya, Dubai.

## JOB SKILLS

- Web designer
- Ticketing
- Data Entry

## PERSONAL SKILLS

- Written and verbal communication skills
- Team Player
- 'Can do' attitude
- Attention to detail
- Time management skills and ability to do multi-task

## EDUCATION

### INTERMEDIATE (PRE ENGINEERING) 2017

Peshawar, Pakistan

### SSC (SCIENCE) 2015

Mardan, Pakistan

## WORK EXPERIENCE in PAKISTAN

### Web Designing

2021 - 2022

### Data Entry

2022-2023

## OTHER CERTIFICATES

- Web designing & Web Development.
- Asp.Net.
- Microsoft Office Automation
- IT Essentials

## PERSONAL INFORMATION

**LANGUAGE** : English, Urdu, Pashto

**D.O.B** : 02/03/1999

**Nationality** : Pakistani

**Marital Status** : Married

**PP NO. No** : WN134160

**Visa Status** : Visit visa  
18/02/2024 -15/04/2024

## DECLARATION

I hereby certify that the above-mentioned details are true and correct to the best of my Knowledge and belief.