MARIYA ASLAM

MS OFFICE • DATA ENTRY
ADMINISTRATIVE SUPPORT

CONTACT

03292332932

mariyaaslam121@gmail.com

Karachi, Pakistan

EDUCATION

Intermediate in Computer Science — Currently Pursuing
Benazir Bhutto Shaheed University Lyari, Karachi

Matriculation
Vector Educational System School
2024–2025

LANGUAGES

English

Urdu

SKILLS

- Microsoft Word
- Microsoft Excel
- PowerPoint
- Canva
- Data Entry
- Spreadsheet Handling
- Python — Beginner
- AI & Data Science — Learning
- Prompt Engineering

PROFILE

Motivated and responsible Computer Science student with completed MS Office training and an interest in data entry and administrative work. Currently learning Python, Artificial Intelligence, and Data Science. Looking for a remote internship to gain practical experience, apply my computer skills, and continue developing professionally.

CERTIFICATIONS & LEARNING

- Completed MS Office course.
- Currently learning Python, Artificial Intelligence, and Data Science.
- Practicing beginner-level Python through practical programming exercises and projects.

PRACTICAL PROJECTS & LEARNING

- Practiced Python programs using functions, loops, conditionals, lists, dictionaries, sets, and file handling.
- Practiced CSV file handling and organizing structured information.
- Built beginner exercises including customer management, to-do lists, expense logging, quiz applications, BMI calculation, and data-management tasks.
- Practiced MS Office skills for documents, spreadsheets, presentations, and office-related tasks.

STRENGTHS

- Responsible and organized
- Attention to detail
- Willingness to learn
- Able to follow instructions and learn new software
- Interested in gaining practical remote work experience