Furqan Said

Nationality: Pakistani **Date of birth:** 15/04/1998 **Gender:** Male

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📍 **Home:** Greece Cluster, International City, Dubai, 50819 International City (UAE)

ABOUT ME

An accomplished Computer Science graduate with robust experience across diverse roles in desktop application development, administrative functions, and computer operations. Possesses a solid foundation in software development complemented by practical experience as a Computer Operator in Dubai and Administrative Assistant at Pakistan Tobacco Company. Demonstrates proficiency in MS Office suite, adept at clerical tasks, and equipped with fundamental accounting knowledge. Proven ability to seamlessly blend technical expertise with administrative acumen to drive operational efficiency and organizational success.

WORK EXPERIENCE

Computer Operator
Qasr Alebdaa Project Management Services [06/2023 – 06/2024]

City: Dubai | **Country:** United Arab Emirates

- Efficiently managed computer systems and ensured smooth operation of daily tasks
- Executed data entry and maintained accurate records of transactions
- Monitored and maintained computer hardware and software systems
- Provided technical support and troubleshooting for computer-related issues
- Ensured data security and confidentiality through adherence to company policies

Admin
Pakistan Tobacco Company Ltd [11/2021 – 04/2023]

City: Nowshera | **Country:** Pakistan

- Supported daily administrative operations with proficiency in MS Office applications
- Managed correspondence, scheduling, and travel arrangements for executives
- Facilitated meetings and prepared agendas, minutes, and presentations
- Coordinated office activities and ensured smooth workflow
- Handled clerical tasks such as filing, record keeping, and document management

EDUCATION

Master of computer Science
Northern University [10/2019 – 08/2021]

City: Nowshera | **Country:** Pakistan | **Website:** https://northern.edu.pk/ | **Final grade:** 3.77 / 4.00

LANGUAGE SKILLS

Mother tongue(s): Pashto

Other language(s):

- English
- Urdu

Certificate and Diplomas

- Diploma in Information Technology
- Safety Supervisor (IOSH, OSHA, NEOSH