

HUMA RAZAQ

COMPUTER OPERATOR

PROFILE

Motivated and responsible fresh candidate with a background in ICS and a Computer Operator course. I have strong skills in MS Office, data entry, and basic office work. I am eager to start my professional career and gain practical experience in a reputed organization.

CONTACT ME



0342-2233691



h.r452214@gmail.com



Gujrat, Pakistan

EDUCATION

Intermediate in Computer Science (ICS)

KIPS College, Gujrat

Completed: 2025

LANGUAGE

- Urdu – Fluent
- English – Intermediate

COMPUTER SKILLS

- MS Word
- MS Excel
- MS PowerPoint
- Data Entry (Fast & Accurate)
- Internet Browsing
- Email Handling
- Basic Computer Troubleshooting

WORK EXPERIENCE

Fresh Candidate

Completed practical training during Computer Operator course from Govt Technical Training Institute, Gujrat. Gained hands-on experience in data entry, file handling, record management and basic office tasks.