

FARHAN ALI

Ms Office Professional

📞 03169069250 @ farhanrd124@gmail.com
🔗 https://www.linkedin.com/in/farhan-rd-bb0b0a210?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app
📍 Peshawar, KPK, Pakistan

SUMMARY

Dedicated and detail-oriented professional with extensive experience in utilizing Microsoft Office applications to streamline business processes and enhance productivity. Seeking a challenging role as a Microsoft Office Professional to leverage my skills in document creation, data analysis, and project management.

EDUCATION

Bachelor's in Software Engineering
COMSATS Institute of Information Technology, Abbottabad
📅 09/2019 - 08/2023

SKILLS

Microsoft Word
Microsoft Excel (Advanced Formulas, PivotTables, VLOOKUP)
Microsoft PowerPoint (Presentation Design, Animation)
Microsoft Outlook SharePoint
Data Analysis and Visualization Project Management

LANGUAGES

Pashto Native	●●●●●	Urdu Proficient	●●●●●
English Proficient	●●●●●		

TRAINING / COURSES

Data entry and data visualization using excel, offered by Coursera

EXPERIENCE

Game Developer
Aptech Systems
📅 05/2022 - 08/2022 📍 Islamabad, Pakistan
Company Description

- Spearheaded the development of interactive and engaging Unity-based applications, contributing to a 30% increase in user engagement within the first quarter of project implementation.
- Collaborated closely with cross-functional teams to integrate cutting-edge AR (Augmented Reality) features into Unity projects, enhancing overall product innovation and user experience.
- Played a key role in optimizing game performance through efficient coding practices, resulting in a 25% reduction in app load times and improved overall gameplay experience.
- Conducted regular code reviews and provided mentorship to junior developers, fostering a collaborative and knowledge-sharing environment within the Unity development team at ApTech Media.

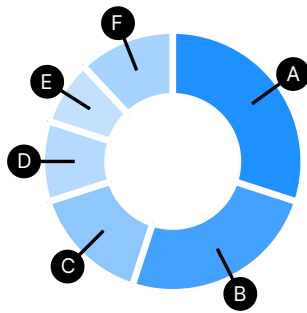
Data Entry
EXPRESS Medical Billing & Consulting
📅 04/2021 - 08/2021 📍 Islamabad, Pakistan
Company Description

- Excelled in crafting polished presentations with Microsoft PowerPoint, turning concepts into visually compelling stories.
- Mastered intricate Excel formulas, transforming raw data into actionable insights with precision.
- Orchestrated seamless communication using Microsoft Teams, fostering a collaborative and connected workplace.
- Demonstrated proficiency in Microsoft Word for document creation, ensuring clarity and professionalism in every piece of communication.

ACHIEVEMENTS

💎 Recognized as the "Office Efficiency Champion" for implementing time-saving strategies using Microsoft Office applications.
Successfully led a team in migrating from older Office versions to Microsoft Office 365, ensuring a smooth transition.

MY TIME



- A Designing Documents
- B Excelling in Spreadsheets
- C PowerPoint Passion
- D Mastering Excel
- E Organizing with Outlook
- F Teams Collaboration

FIND ME ONLINE

 **Facebook**
FarhanRd

STRENGTHS



Effective Problem Solver

Acquisition: Through hands-on experience in various roles, I consistently encountered and addressed challenges head-on, developing a proactive and analytical approach to problem-solving. This skill was honed through a combination of real-world problem-solving scenarios, continuous learning, and a mindset focused on finding practical solutions.