

CONTACTS

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PROFESSIONAL SUMMARY

Motivated Computer Science student with an Intermediate in Computer Science (ICS) and currently pursuing a Bachelor's degree in Computer Science. Possesses foundational knowledge in programming, web development, and basic cybersecurity concepts. Skilled in Microsoft Office and experienced in creating simple websites and software projects. Eager to gain practical experience in frontend development, graphic design, or virtual assistance while continuously improving technical and problem-solving skills.

SKILLS

- Data organization: Intermediate
- File indexing:
- Data entry:
- Workflow coordination:
- HTML: Advanced
- JS: Intermediate
- C/C++: Intermediate
- Node.js: Intermediate
- CSS: Intermediate
- Communication: Advanced
- MS Office: Advanced
- SQL: Intermediate

Mubashir Ahmad

Web development

WORK EXPERIENCE

- Aug 2025 — Aug 2025

**File handling, Zaid Tractor | Jeddah**

  - Maintained accurate file versions and ensured secure storage protocols, improving data integrity and supporting regulatory compliance across departments.
- Dec 2023 — Jan 2024

**Traffic Co-ordinator, Motus One | Jeddah**

  - Monitored communication between departments to synchronize task priorities, enhancing overall workflow consistency and reducing resource conflicts.
  - Coordinated vehicle dispatch schedules to balance workload efficiently, resulting in improved delivery reliability and reduced operational delays.
- Mar 2024 — Apr 2024

**Bus Co-ordinator, Motus One | Jeddah**

  - In Formula 1, Scheduled and coordinated bus maintenance checks to prevent service disruptions, ensuring reliable operations and enhancing overall passenger safety.
- Jun 2025 — Jul 2025

**Data Entry Analyst, IEC Sukoon Hospital | Jeddah**

  - Reviewed and corrected data inconsistencies to improve database reliability, supporting more accurate reporting and decision-making processes.

EDUCATION

- Feb 2022 - Sep 2023

**Higher Secondary Education, ICS, PISJ | Jeddah**

  - Studied core subjects including Computer Science, Mathematics, and Physics. Gained foundational knowledge of programming, problem-solving, and basic computer applications.

COURSES

- Oct 2024 - Oct 2024

**Introduction to Cybersecurity, Cisco networking academy**
- Jul 2025 - Aug 2025

**Google Data Analytics, Coursera**
- Feb 2026 - Feb 2026

**Introduction to Node.js, Simple Learn | SkillUP**
- Jul 2025 - Jul 2025

**Business Analysis & Process Management, Coursera**
- Dec 2024 - Jan 2025

**C++ Essentials 1, Cisco networking academy**
- Feb 2025 - Feb 2025

**Introduction to Network Analysis, Security Blue Team**

# LANGUAGES

English

C1 - Advanced

Urdu

C2 - Proficiency

Arabic

B1 - Intermediate

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## LINKS

[BMW Legacy - Portfolio Project](#)

[Apple Clone project - Portfolio Project](#)