



# Jawad Aurangzeb

Virtual Assistant at SmartMinds

To work in a dynamic professional environment with a growing organization and utilize my creativity and innovative thinking for benefit of the organization and myself.  
To pursue a successful career in virtual Assistance . Offering excellence in services in order to develop good relation with clients and customers

## Contact Info

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🏠 Distt Attock Tehsil Fatehjang  
Distt Attock Tehsil Fatehjang village awan  
pur  
Islamabad, Pakistan

## Strengths & Skills

✓ Arabic Translator

✓ Urdu Translator

✓ English Translator

✓ Punjabi Translation

✓ Virtual Assistance

✓ Turkish Translations

## Academics

Title	Institute	Score	Date
MCS	University of Arid Agriculture, Murree Road, Rawalpindi	3.3 CGPA	2016

## Experience 4 years

Company	Designation	Duration	
Smart Minds	Internship	Jun 2015 - Jan 2016	7 months

## Work History

Smart Minds	Jun 2015 - Jan 2016 (7 months)
Internship	Fateh Jang, Pakistan

## Projects

Flexi Analysis	Mar 2018 - Jun 2019 (1.3 years)
<b>Company:</b> Smart Minds <a href="http://markettrader.flexianalysis.com/">http://markettrader.flexianalysis.com/</a> <b>Tools:</b> Flutter,Dart ,Firebase etc This App Provides analysis for the Investors of marker trader.	
App4Rental	Jan 2016 - Feb 2018 (2.1 years)
<b>Company:</b> Smart Minds / Smart Minds <a href="http://www.app4rental.com/">http://www.app4rental.com/</a> <b>Tools:</b> Visual studio 2015,Sql server 2012 ,c#,javascript,angularjs,bootstrap,dependency injection	
Virtual Clinic	Jan 2015 - Jul 2015 (6 months)
<b>Company:</b> Smart mind software development company <a href="#">Virtual Clinic</a> <b>Tools:</b> visual studio and android studio using java and c # ,SQL server	

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## Industries

- Information Technology

## Languages

- Urdu - Native
- Punjabi - Native
- English - Medium
- Arabic - Beginner
- Turkish - Beginner

## Functional Areas

- Software & Web Development
- Accounts, Finance & Financial Services
- Virtual Assistance
- English Translator
- Urdu Translator
- Punjabi Translator

## Hobbies

- playing football
- Reading Books
- social worker