

ABDUL BASIT AJAZ ABBASI

IT SUPPORT | UI/UX DESIGN | DATA MANAGEMENT

Location: Islamabad, Pakistan

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PROFESSIONAL SUMMARY

Multidisciplinary professional with experience in data management, digital documentation, office IT support, and operational information systems, complemented by hands-on UI/UX and web development projects. Skilled in Excel-based reporting, interface design, responsive front-end development, and organizing digital workflows.

TECHNICAL COMPETENCIES

UI/UX & Front-End Figma • Wireframes and responsive interfaces • HTML • CSS • JavaScript

Data & Visualization Excel • PivotTables • Power BI • Dashboards • Data organization and reporting

Digital Systems & Tools IT troubleshooting • Electronic document management • VS Code • Git/GitHub • Netlify

PROFESSIONAL EXPERIENCE

Logistics Operations & Web Development S

Apr 2026 – Present

BAK Freight | Rawalpindi, Pakistan

- Developed and worked on a custom CRM web application to support customer information management, lead tracking, follow-ups, logistics workflows, and operational reporting.
- Developed the BAK Freight Lead Finder, a web-based application designed to support automated lead discovery, company research, and lead management.
- Built and customized responsive web interfaces using HTML, CSS, JavaScript, and modern development tools.
- Worked with frontend and backend components, database integration, and application features to support business requirements.
- Used GitHub, Visual Studio Code, and Netlify for development, version control, and website deployment.
- Maintained digital delivery records, shipment documentation, and operational reports while coordinating with the Canada-based logistics team.

Executive Operations & Data Management

Jan 2025 – Mar 2026

Ministry of Energy – Petroleum Division, Mineral Wing | Via i3a

- Maintained and structured Excel-based datasets, digital records, and reporting information for operational use.
- Supported electronic document workflows and accurate handling of mineral-sector information.
- Contributed to information presentation and digital interfaces related to project reporting and coordination.
- Supported everyday digital systems and documentation needs within assigned responsibilities.

Associate Operations & Data Management
i3a Solutions (Pvt.) Ltd. | Islamabad, Pakistan

Mar 2023 – Jan 2025

- Organized business data, spreadsheets, electronic documents, and reports using office software and digital systems.
- Supported document management, workflow tracking, and information sharing across project teams.
- Provided practical assistance with office IT resources, basic troubleshooting, and digital tools.
- Assisted with interface layouts, website updates, and design-related tasks where required.

Customer Support Executive
ibex. Pakistan | Islamabad, Pakistan

Feb 2022 – Mar 2023

- Used CRM software to document customer interactions, update records, and track issue resolution.
- Provided customer support through voice and digital channels, following data privacy procedures.
- Escalated technical or service issues and maintained accurate customer information.

SELECTED TECHNICAL PROJECTS

Portfolio & Web Interfaces Responsive website and dashboard interface work; UI/UX concepts and digital layouts developed through practical projects.

Data Dashboards Excel and Power BI reporting/dashboard work focused on clear information presentation and visualization.

Mineral Information Interfaces Project exposure to mineral-sector portals, provincial information displays, and administrative data workflows.

EDUCATION

Bachelor of Science | Virtual University of Pakistan

Intermediate – Pre-Engineering | Chinara Army Public School, Murree

ADDITIONAL INFORMATION

Related Tools Microsoft Office • Digital records • Website deployment • AI-assisted productivity

Languages English • Urdu • Punjabi