

# Waseem Shehzad

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## Career Objective:

Seeking a position in a dynamic and fast growing organization where I could further enhance and develop my knowledge, utilizing my abilities and skills.

## Personal Data:

Father Name            Ch Niaz Ghous  
Date of Birth            24/05/1995  
Passport No.            QE 5156531  
Nationality              Pakistan  
Religion                  Islam  
Marital Status          Single

## Academic Qualifications:

Degree	Board	Year
S.S.C (Science)	BISE, Gujranwala	2013
H.S.S.C (FSC)	BISE, Lahore	2015
BA (Journalism)	University of Punjab, Lahore	2017
MA (Pol.Science)	University of Punjab, Lahore	2019
BS-CS	University of Gujrat, Lahore	2019

## Professional Qualifications:

- Graphic Designing Course attended at Digiskills powered by Virtual University Pak. 
- Freelancing Course attended at Digiskills powered by Virtual University Pak. 
- Chinese Language Course attended at Tevta College Lahore.
- English Language (IELTS) Course attended at British Council.
- Windows Application (MS-Office) Course attended at Jinnah Public School Gujrat.

## Computer Skills:

- Microsoft Office
- Email, Internet Browsing
- Adobe Photoshop, Illustrator, InDesign, Experience Design, Premiere Pro
- Coral draw, Coral Font Manger, Coral Photo Paint, In page
- Data Entry, Documents Controller.

## Professional Skills and Abilities:

- Professional Graphic Designer able to make social media posts, amazon product Info graphics, amazon product details, amazon product collection, posters, flyers, brochures, logos and many other design objects.
- Professional Office Administrator and Manager able to complete clerical and administrative tasks for an office. Know to welcoming and directing visitors, coordinating meetings and appointments and performing clerical tasks, like answering phones and responding to emails in a professional way.
- Freelancer able to deal and work on freelance markets.
- Able to work under pressure or challenging environment or flexible routine.
- Able to work as a Team Member for the progress and prosperity of the organization.
- Maintain the record and perform task assigned very efficiently with responsibility as per the instruction and SOP's of the organization.

## Professional Experience Pakistan:

- E-Commerce Manager (Graphic Designer) at Starpak Pvt.Ltd, Sialkot
- 1.5 years' experience of Office Administrator & Digital Marketing Expert at Trust Model School Jalalpurjattan, Gujrat.
- 1.5 years' experience of Computer Instructor at Gujrat Public School , Gujrat
- Data Entry/Computer Operator at The Education Centre Lahore.
- Data Entry/Graphic Designer at Samiullah Press & Publishers, Lahore.

## Language Proficiency:

- English : Expert
- Urdu : Expert
- Chinese : Normal
- Punjabi : Expert

## Reference:

Will be furnished on demand.