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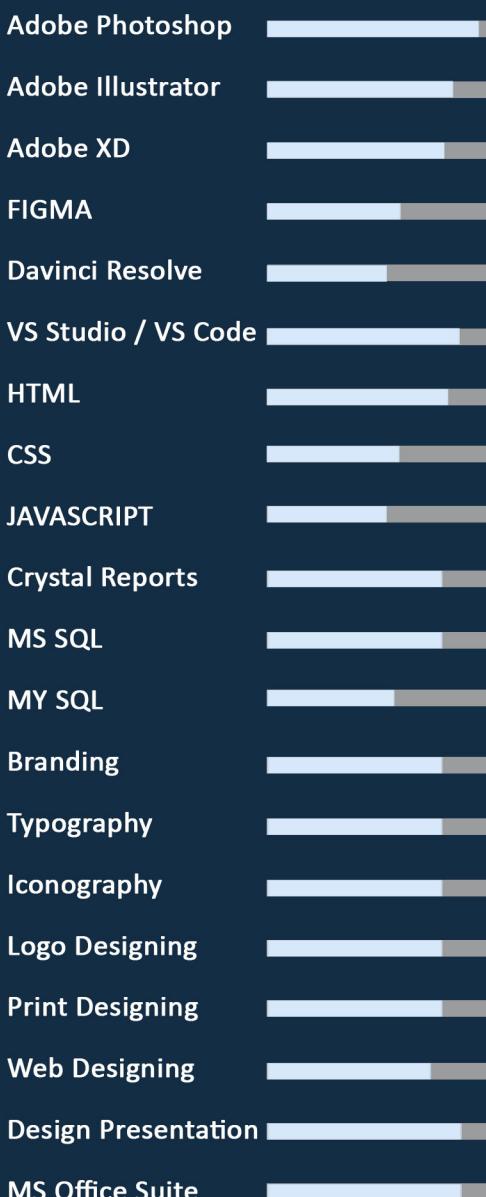
AFRAH FAREED

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CONTACT

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- +965 66733668
- Mahboula, Kuwait

DESIGNING SKILLS



PROFESSIONAL PROFILE

Senior UI/UX Design specialist with 5+ years of experience in different position (4 + years in designing field from conceptualization to delivery). Expert at interdepartmental coordination and communication. Also an experienced Trainer cum software demonstrator having ability to lead a team. Proficiency in Adobe Creative Suite (Illustrator, Photoshop, XD, InDesign) , Skilled in Microsoft Office Suite (Word, Excel, Powerpoint) and Crystal Reports. Also having working knowledge of MS SQL, HTML and CSS. Ability of stretching the boundaries of the self-knowledge in any subject which is totally considered to be a new and having patience & confidence in handling any situation under the working atmosphere.

PROFESSIONAL EXPERIENCE

PROJECT COORDINATOR

2019 - 2020 Tracom Solutions, Kuwait

- Prepared and led meeting between departments.
- Reported developments to Project Manager using spreadsheet reports.
- Interact with various teams to coordinate project activities.
- Participate in project design meetings and recommend improvements if needed.
- Track project progress and ensure all project activities are completed on-time.
- Monitor project schedules regularly to determine any delays or deviations.
- Attend project meetings and follow-up with outstanding tasks.
- Develop project reports for management and clients.
- Oversee project correspondences and prepare and review project related emails, letters, proposals, memos, meeting minutes and other documents.
- Being point of contact for various working groups.
- Providing support to project managers and business leaders when requested.
- Project related email followups

SOFTWARE SUPPORT COORDINATOR CUM UI/UX DESIGNER

2018 - 2019 Tracom Solutions, Kuwait

- Providing software support to the customer and assist them in the various situations where they face difficulty.
- Providing Trainings to the staff and clients who are new to the system.
- Install and configure software, prepare reports in Crystal Reports.
- Perform troubleshooting, repairs and data restoration.
- Scheduling system updates, system configuration for new clients, server shift etc.
- Helpdesk email followups.
- Coordinate the client issues and requirements with team leader.
- Designing seasonal greetings.

OTHER SKILLS



STRENGTHS

- Interest to learn and work
- Positive and Practical Approach
- Project Management & Leading
- Creative Ideas
- Advertising
- Marketing skills
- Convincing Power
- Leadership Quality
- Public Speaking
- Bilingual
- Customer Service
- Interdepartmental Coordination
- Time Management
- Enthusiasm
- Respectfulness
- Determination
- Dedication
- Work under pressure

LANGUAGES



PROFESSIONAL EXPERIENCE

GRAPHIC DESIGNER

2017 - 2017 Manara Al Sharq, Kuwait

- Study design briefs and determine requirements.
- Prepare rough drafts and present ideas.
- Develop illustrations, logos and other designs.
- Use the appropriate colors and layouts for each graphic.
- Amend designs after feedback.
- Ability to implement tailor made designs.
- Coordinating office activities and operations to secure efficiency.
- Supervising administrative staff and dividing responsibilities.
- Keep stock of office supplies and place orders when necessary.
- Manage phone calls and correspondence (e-mail, letters,etc.).
- Submit timely reports and prepare presentations/proposals as assigned

GRAPHIC DESIGNER

2015 - 2016 Roskoff International Group, Calicut

- Lead in the design, development and implementation of the graphic, layout.
- Delegate tasks to the members of the design team and provide counsel.
- Supervise the assessment of all graphic materials in order to ensure the quality and accuracy in the design.
- Incorporate changes recommended by the clients into the final design
- Review designs for errors before printing or publishing them
- Project related email followups

TOUR OPERATOR

2014 - 2015 Roskoff Holidays, UAE

- Combining travel, accommodation and services such as sightseeing arrangements to create holiday packages
- Contacting or visiting resorts/ Hotels/ Home stays to ascertain accommodation quality and suitability
- Agreeing service levels, contracts and costs
- Confirming customer names with airlines/hotels
- Collecting, evaluating and responding to customer feedback
- Producing brochures and internet-based information
- Providing pricing information
- Marketing holidays to clients via travel agents, websites, brochures
- Working with travel consultants from different travel agencies to put holiday packages together

GROUND HANDLING COORDINATOR

2013 - 2013 Calicut International Airport

- Coordinating the team & make sure all passengers are comfortable with the service
- Providing necessary flight information to passengers.
- Suffice check-in, boarding and deposition procedures.
- Handling and Coordinating with staff around the aircraft during its stopover.
- Providing the best service during a stopover.
- Observe Customer Safety with Security Procedures.

ABOUT ME

	Name	:	Afrah PNM
	Sex	:	Female
	Status	:	Married
	Nationality	:	Indian

Date of Birth : 14/07/1994

MY INTERESTS

- Travelling
- Photography
- Designing
- learning
- Listening to Music
- Painting
- Discovering new Taste

SOCIAL MEDIA

- m.facebook.com/afrah.azeez
- afu_q8
- 66733668
- linkedin.com/in/afrahfareed
- afu_q8

DECLARATION

I hereby solemnly declare that all the statements made above are true and correct to the best of my knowledge and belief.

Sincerely, *Afrah Fareed*

EDUCATIONAL PROFILE

- **BTS** (*Bachelor of Tourism Studies Pursuing*)
 - 2013 - 2015 JDT Collage of Arts and Science**
 - University : Indira Gandhi National Open , New Delhi
- **DIPLOMA IN GRAPHIC DESIGNING**
 - 2014 - 2014 Infotech CC, CCJ**
 - University : Info Tech Computer Centre, Calicut
- **IATA CERTIFIED** (*Foundation in Tourism*)
 - 2012 - 2013 Akbar Academy of Airline Studies**
 - University : International Air Transport Association, Montreal, Canada
- **TRAVELPORT GDS Automated Ticketing Course**
 - 2012 - 2013 Akbar Academy of Airline Studies**
 - University : Travelport
- **DAHAM** (*Diploma in Aviation Hospitality & Airport Management*)
 - 2012 - 2013 Akbar Academy of Airline Studies**
 - University : Akbar Academy, Calicut
- **ABACUS Distribution System**
 - 2012 - 2013 Akbar Academy of Airline Studies**
 - University : Akbar Academy, Calicut
- **AMADEUS GDS TRAINING**
 - 2012 - 2013 Akbar Academy of Airline Studies**
 - University : Bird Education Society for Travel & Tourism
- **HIGHER SECONDARY CERTIFICATION**
 - 2010 - 2012 MM Vocational Higher Secondary School**
 - University : Central Board of Secondary Education, Kerala
- **SECONDARY SCHOOL LEAVING CERTIFICATION**
 - 2000 - 2010 Basel Evangelical Mission Higher Secondary School**
 - University : Central Board of Secondary Education, Kerala