LAIBA MUNEER

Contact No.: +66 832414720
Email: st125496@ait.asia

COVER LETTER

I am MS. Laiba Muneer holder of Pakistan Nationality please consider my details as follows. I would appreciate and admire to work in your prestigious organization giving me a chance to show you my ability and skills for any suitable job. I am well versed in computer operation, Graphic Designing and Web-Development and I am well aware of all office routine work so please consider my application. I assure you that I am very hardworking, co-operative. I will do my best to give entire satisfaction to all my superiors within the organization. I wish to have a great opportunity for me in terms of professional and personal growth; also I would like to contribute my skills for the development of the company. Please do the needful and oblige me. Thanking you.

Please contact me my email aamiashah@gmail.com

WORK EXPERIENCE

⇨ **Organization** : **NEP-NIC**
Designation : Operational manager / Graphical Designer and Content Writer
Tenure : March 15th, 2023 to September 15th, 2023 (6 Months)
Location : Kohat Pakistan

Job Description
- ✓ Handling Graphical Designing work
- ✓ Team Handling as an Operational Manager
- ✓ Handling Video Editing work
- ✓ Completing milestones
- ✓ Making graphic motions

ACADEMIC QUALIFICATION

⇨ **Masters in Data Science and Artificial intelligance** from Aisan Institute of Technology (AIT), Thailand (2024-2026) Currently enrolled
⇨ **Bachelors of Honors in Computer Science** from Kohat University of Science and Technology (KUST), Kohat Pakistan (2019-2023)
⇨ **FSc Intermediate in Computer Science** from Board of Intermediate & Secondary Education Kohat, Pakistan (2017-2019)
⇨ **Matriculation** from Board of Intermediate & Secondary Education Kohat, Pakistan (2016)

TECHNICAL KNOWLEDGE

⇨ Excellent Knowledge in Graphic Designing (Figma, Canva , Adobe XD)
⇨ Excellent knowledge in Microsoft Office 2007, 2010 and 2016 (MS Word, MS Excel, MS Power point, etc.)
⇨ Knowledge in Front-End Development Web-Designing UI/UX designing (HTML, CSS, Bootstrap)

TRAININGS RECEIVED

⇨ **Customer Sales and Services Assistant** from Kohat University of Science and Technology (KUST), Kohat, Pakistan (2023)

⇨ **Certificate in Graphic Designing** from Coursera (2023)

⇨ **Certificate in Fundamentals of Graphic Designing** from Coursera (2023)

⇨ **Certificate of Graphic Designing in Canva** from Coursera (2023)

⇨ **Certificate of Environmental Science** from Kohat University of Science and Technology (KUST), Kohat, Pakistan (2021)

LANGUAGES

English, Urdu, Pashto, Hindi, Punjabi,

PERSONAL PROFILE

NAME OF FATHER	: Musadiq Ahmad
DATE OF BIRTH	: 8th February, 2000
GENDER	: Female
NATIONALITY	: Pakistan
HOBBIES	: Reading, Writing, Photography, Desiging

LINKS

https://www.fiverr.com/users/syedaamiashah/portfolio/
https://www.behance.net/aamiashah

REFERENCES

References available on request

[The details compiled above are true to the best of my knowledge]
LAIBA MUNEER