

# LAIBA MUNEEER

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Email: st125496@ait.asia

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## COVER LETTER

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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

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- ⇒ **Organization** : **NEP-NIC**  
Designation : Operational manager / Graphical Designer and Content Writer  
Tenure : March 15<sup>th</sup>, 2023 to September 15<sup>th</sup>, 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

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- ⇒ **Masters in Data Science and Artificial intelligence** 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

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- ⇒ 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)
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## TRAININGS RECEIVED

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- ⇒ **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

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English, Urdu, Pashto, Hindi, Punjabi,

## PERSONAL PROFILE

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NAME OF FATHER	: Musadiq Ahmad
DATE OF BIRTH	: 8 <sup>th</sup> February, 2002
GENDER	: Female
NATIONALITY	: Pakistan
HOBBIES	: Reading, Writing, Photography, Designing

## LINKS

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

## REFERENCES

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References available on request

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