



H. No# H-253 Haji Ramzan Gabol
Goth, Sector 35-A, Scheme33,
Karachi, Pakistan



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Mujtaba317364@gmail.com

PERSONAL

Effective Communication
Analytical Skills
Creativity & Innovation
Attention to Details
Effective Multi-Tasking
Critical Thinker
Decision Making
Adaptable & Flexible
Time Management
Team Work

PROFESSIONAL

Data Entry
Data Composing
(English & Urdu Typing)
Search Engine Optimization (SEO)
Graphics Designing
Website Designing
Internet Research
Emails Handling

TECHNICAL

Adobe Illustrator
Adobe Photoshop
Adobe Lightroom
HTML5 & CSS3 (Basic)
WordPress (Basic)
InPage Urdu
Google Sheets
MS Office
(Word, Excel, PowerPoint)
MS Windows
(Operations & Installations)
Hardware & Software
Troubleshooting

OTHER INFO

Father's Name:
Mansoor ul Haque (Late)
DOB: 21-08-1994
CNIC: 42201-4355126-9
Interests: Reading Blogs
(Tech, Internet, Sports)

REFERENCES

Available on demand

MUJTABA MANSOOR

Data & Graphics Expert / Graphics Designer / Editor

PROFILE

- A Performance-Driven, Result-Oriented and Experienced Data Entry Professional and Graphics Designer with 7+ Years of Hands-on Experience.
- Efficient Data Composer & Skilled Typist, Proficient with both English & Urdu Typing with Specific Software, Tools & Techniques in Industry.
- Exceptional Graphics Designer & Developer with Practical Exposure & Relevant Expertise in development for magazines, labels, advertising and signage etc.
- Looking forward for Personal & Professional Growth with Career Development.

PROFESSIONAL EXPERIENCE

IBEX Pakistan

Content Team - Image Editor

(Aug 2021 - Present)

- Processing & enhancing images to be published on website and Mobile Application.
- Determining size and arrangement of copy and illustrative material, as well as font style and size.
- Reviewing final layouts and suggesting improvements if required.
- Working on Adobe Photoshop and Adobe Lightroom & managing Data on Google Sheets as well.

CENTRICSOURCE

Jr. Graphic Designer

(Sep 2019 - May 2021)

- Creating designs according to specifications, reporting to the Senior Graphic Designer, and improving design tasks.
- Image Editing, Image retouching, Background Removal, Color Correction, etc.

RIGHT CLICK SOLUTIONS

SEO Executive/ Data Entry Operator

(July 2018 - Aug 2019)

- Improved the websites to increase web traffic. Optimized copy and landing pages for search engine optimization.
- Performed on-going keyword research including discovery and expansion of keyword opportunities.
- Prepared, compiled, and sorted documents for data entry.
- Transferred information from paper formats into computer files using keyboards, data recorders, or optical scanners.

MAKTABA TANZEEM-E-ISLAMI

Data Entry Operator/ Salesman

(Feb 2017 - June 2018)

- Entered, compiled & verified data accuracy and sorted out information to prepare source data for computer entry.
- Reviewed data for deficiencies or errors, edited/corrected any incompatibilities and checked output.
- Worked as salesman and performed selling duties as required.

QIRTAS PUBLISHERS & BOOKSELLERS

Book Composer (English & Urdu)

(Aug 2013 - Feb 2017)

- Composed books with excellent typing skills in both English & Urdu.
- Worked on MS Word & InPage Urdu Software for typing/composing.
- Composed books and entered data with accuracy & speed.

EDUCATION

- Bachelors - Commerce**
University of Karachi (Cont.)
- Intermediate - Pre-Engineering**
Allama Iqbal Govt. Boys Higher Secondary School (2014)
- Diploma in Engineering Skills (Metal Machining)**
AmanTECH (City & Guilds, U.K. Approved Centre) (2013)