



Sumaira Fareed

Computer Assistant at FFCB

Have office work experience and few years in "Graphics Designing"

Contact Info

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🏠 Village Usmanpur, P/O Hothla, Tehsil Kahuta, District Rawalpindi Rawalpindi, Pakistan

Strengths & Skills

✓ Video Editing

✓ Adobe Illustrator

✓ MS Office

✓ Adobe Photoshop

✓ MS Excel

Academics

Title	Institute	Score	Date
BS(Software Engineering)	National University of Modern Language (NUML), Islamabad	3.2 CGPA	2018
High School Certificate in Pre-engineering	Government College For Women Kahuta, Rawalpindi Board,	61%	2014
Secondary School Certificate in Science	Unique Model Secondary School Kahuta, Rawalpindi Board,	74%	2012

Certifications

Title	Authority	Date
Communication Design https://www.behance.net/sumairafareed	Arena Multimedia, Rawalpindi	May 2019 - Nov 2019
Windows Application	IIPS,Kahuta	Apr 2018 - Oct 2018

Experience 4 years

Company	Designation	Duration	
Fauji Foundation College for Boys, New Lalazar , Rawalpindi	Computer Assistant	Feb 2022 - Present	1.3 years
Fast Line Traders	Graphic Designer	Dec 2018 - Dec 2021	3 years

Work History

Fauji Foundation College for Boys, New Lalazar , Rawalpindi	Feb 2022 - Present (1.3 years)
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Computer Assistant

Rawalpindi, Pakistan

Responsibilities:

- Assisted in preparation of documents using Microsoft office
- Troubleshoot, test and analyze technical problems and determine solutions

Fast Line Traders

Dec 2018 - Dec 2021 (3 years)

Graphic Designer

Rawalpindi, Pakistan

Responsibilities:

- Created graphic materials for company's projects
- Managed company's website

Projects

Queen's Fantasy	Aug 2019 - Sep 2019 (1 month)
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Company: Arena Multimedia

<https://www.behance.net/sumairafareed>

Tools: Illustrator, Photoshop,

Awards

Title	Authority	Date
Appreciation certificate	Grafton College affiliated with NUML	2018
PEEF(Punjab Educational Endowment Fund)	Punjab Government	2014

Functional Areas

- Administration And Office Support
- Advertising
- Creative Design

Languages

- Punjabi - Native
- Urdu - Native
- English - Medium

Hobbies

- Using social media sites