

THAZNI

Graphic Designer | Web Developer |
Administrative Support

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PROFESSIONAL SUMMARY

Motivated and detail-oriented graduate with a B.Sc. in Computer Science and Diploma in Media & Technology – Web Technology. Skilled in office administration, documentation, MS Office, graphic design, and web development (HTML, CSS, JavaScript, Django). Currently working as a Graphic Designer & Website Coordinator at MSK Pharmacy, UAE. Recognized for strong time-management, adaptability, and communication skills, eager to contribute in roles such as Office Assistant, Receptionist, Administrative Assistant, Web Developer, or Graphic Designer.

CORE SKILLS

Administrative & Office Skills

Office Coordination & Documentation
Front Desk & Visitor Handling
Data Entry & Information Management
MS Office (Word, Excel, PowerPoint)
Written & Verbal Communication

Technical Skills

Web Development: HTML, CSS, JavaScript, Python, Django, Bootstrap, jQuery
Graphic Design: Photoshop, Illustrator, Adobe XD, Figma
Databases: MySQL
Version Control: GitHub
Other: Basic SEO, Responsive Web Design

Soft Skills

Attention to Detail | Time Management | Team Collaboration
Customer Service Orientation | Adaptability | Quick Learning

PROFESSIONAL EXPERIENCE

Graphic Designer & Website Coordinator

MSK Pharmacy, UAE – Present

Designed promotional graphics, social media creatives, and marketing materials.
Maintained and updated the company's website with product and service content.
Coordinated with management and IT team for digital presence and branding.
Assisted with administrative documentation and office coordination when required.

Web Development Intern

Qubis Infoway, Palakkad – 3 Months

Developed responsive web pages using HTML, CSS, and JavaScript.
Assisted with backend tasks using Python Django and database management.
Debugged and optimized code for better performance.
Supported frontend improvements for user-friendly designs.

EDUCATION

B.sc. in Computer Science

Calicut University, 2016 – 2019

Diploma in Media and Technology

Specialised in Web Design and Development
ICS ,Palakkad , 2023 – 2024

WORKSHOP & SEMINAR

“Chip-to-Net 3.3” Workshop – Vidya Academy of Science & Technology, Palakkad (2018)
“Current Trends in IT Industry” Seminar – FSMI & DAKF (2018)

ADDITIONAL INFORMATION

Visa Status: Husband Visa – Available Immediately

Languages: English, Malayalam, Tamil