

UMM-E-FARWA

Address: Karachi City, Pakistan

Phone: +92-3483109581

Email: alifarwa446@gmail.com

LinkedIn: **UMM-E- FARWA**

Education

Aptech Institute

Information Technology (In Progress)

August 2024

Asian Institute of Fashion Designing

Diploma in Fashion Designing

January 2023

Certification

- **Diploma in Fashion Designing:** Asian Institute of Fashion Designing (AIFD), Iqra University
-

Skills

- **Data Entry:** MS Office (Expert), Google Workspace, Document Preparation
 - **Fashion Design:** Pattern-Making, Costume Design, Draping Techniques, Fashion Photography, Tailoring Expertise
 - **Technical Skills:** HTML & CSS (Expert), Adobe Photoshop, Animations
 - **Personal Attributes:** Time Management, Self-Motivation, Adaptability, Tech Savvy, Problem Solving
-

Experience

Data Entry Operator

Worked from Home, Karachi, Pakistan

January 2019 - August 2024

- Managed datasheets and reports efficiently using MS Office.
- Demonstrated strong time management and self-motivation skills in a remote work environment.
- Utilized software tools to enter data and process information.
- Collected and organized data from multiple sources for entry.

Fashion Designer

Karachi, Pakistan

January 2019 - November 2023

- Developed a robust portfolio of creative and innovative designs.
 - Applied expertise in fashion designing to deliver high-quality, on-trend garments.
 - Enhanced product lines with fresh ideas and new designs.
 - Created pattern models, that met garment specifications for existing product lines.
-

Professional Summary

- Dedicated and detail-oriented professional with over 5 years of experience in data entry and fashion design.
 - Proficient in Microsoft Office and skilled in accurate and efficient data entry.
 - Experienced in pattern making and fashion illustration with a passion for creating high-quality, fashion-forward garments.
 - Excellent organizational, communication, and project management skills, with a reliable approach to problem-solving and task prioritization to ensure team success.
-

Languages

- Urdu
- English