

# Mohamed Khalid

Software developer | graphic designer | Data entry specialist



## Skills & Competencies

### Soft Skills

- Attention to detail.
- Collaboration and teamwork.
- Adaptability to new technologies.
- High attention to detail.
- Time management and ability to meet deadlines.
- Ability to focus on repetitive tasks with accuracy.
- Planning/ prioritizing.

### Technical Skills

- Graphic design software (e.g., Adobe Photoshop, Illustrator).
- Color theory and branding.
- Digital illustration.
- Video editing.
- Programming languages.
- Web development frameworks.
- Debugging and problem-solving.
- Testing.
- Typing proficiency and accuracy.
- Knowledge of data entry software (e.g., Microsoft Excel).
- Basic analytical skills.

## Academic Qualifications

- Diploma in IT (international)  
**Pearson Assured Organization Esoft Metro Campus (2019).**
- PEARSON BTEC LEVEL 5 HND (RQF)  
**In computing (software engineering) Esoft Metro Campus (2022-2024).**
- Japanese Language N5  
**Nakayoshi Lanka (2024).**
- Diploma in Graphic Designing  
**IEBT Campus (2025-present)**

## Contact Me

 [mohamedkhalid.2001.12.22@gmail.com](mailto:mohamedkhalid.2001.12.22@gmail.com)

 0729976077 | 0763976077

## About Me

I am a dedicated and trustworthy 24-year-old professional with a strong work ethic and a proactive approach to achieving results. Known for being highly active and motivated, I thrive in dynamic environments and consistently seek opportunities to contribute and grow. With a passion for learning and problem-solving, I bring a positive attitude and reliable performance to every task. I am eager to leverage my skills and enthusiasm to make a meaningful impact in any role I undertake.

## Professional Experience

### IT Specialist Intern

**Esoft Metro Campus**  
(Jun 2024 – Sep 2024)

- Provided technical support to students and staff, troubleshooting hardware and software issues.
- Collaborated with the IT team to manage campus-wide technology resources and improve user experience.

### Freelance Graphic Designer

**Fiverr | private firms — Remote**  
January 2024 – Present

- Designed custom logos, business cards, and other branding materials for a diverse range of clients, ensuring alignment with their brand identity and vision.
- Edited and enhanced photos, using advanced tools to create professional-quality images for e-commerce, social media, and marketing campaigns.
- Managed client communication, negotiated project terms, and maintained a high customer satisfaction rate.

### Data Entry Specialist

**MA International (pvt) Ltd**  
October 2025 - Present

- Maintained a 99.8% accuracy rate while processing customers records per month.
- Processed an average of multiple invoices daily, consistently meeting tight 24-hour deadlines
- Managed secure data entry for sensitive medical/financial
- Records, ensuring 100% compliance with privacy regulations.