

UME KULSOOM

03263252951

umekulsoommundia682@gmail.com

OBJECTIVE: Proficiency in Graphic Designing, MS Office, Frontend Developer and Responsive Web designer. My objective is to find a challenging Position to meet my competencies, capabilities, skills, education and experience. I am hardworking, dedicated, passionate and self-motivated.

Experience

03/2019 to 10/2019

ST. Marks School (Teacher)

- Presented lessons in a comprehensive manner and promoted interactive learning.

08/2018 to (continue)

Work from Home (Tutor)

- Assessing student learning needs and weaknesses areas, explaining theory, answering to students inquiries, helping with assignments and recommending learning methods.

Madressa islamia School #2 (Graphic designer)

- Designed 20 plus projects (i.e. brochure, flyer, banners, and advertisements) that has attracted new locals.
- Did many projects in MS Office (i.e. Presentations, Timetables, assignments, Syllabus)

AWARDS AND CERTIFICATION

- Certificate of excellence (2017).
- Certificate of proficiency in Information Systems Management (2021).
- Certificate of coarse completion i.e. content writing (2022)
- Certificate of coarse completion i.e. Graphic Designing (2022)
- Certificate of coarse completion i.e. Social Media Marketing (2022)
- Certificate of coarse completion i.e. Freelancing (2022)

Highlights

- Adobe Photoshop
- Adobe Illustrator
- HTML,CSS,BOOTSTRAP
- Project management
- Researching
- Team work
- Creativity
- Writing

Education

Trinity Methodist School

Passed Matriculation in Bio Science

Government College for Women's

Passed Intermediate in Computer Science

Hobbies

- Art
- Reading books
- Crafting
- Photography
- Film making/ Video editing
- Sports
- Video games