WAJID BASHIR

OFFICE ADMINISTRATION & GRAPHICS DESIGNING

CONTACT

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Date Of Birth
19-09-1996

Gender/Age
Male/ 27 Y

Nationality
Pakistan

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portfolio
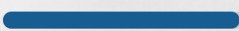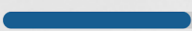https://www.behance.net/wajidbashir1

LANGUAGE

English
78%

Urdu
97%

Hinko
77%

PERSONAL SKILL

- Positive and assertive approach towards work.
- Confident in accepting challenges.
- Capable in decision making and handling situation.
- Adhering to company standards to ensure goals are met.
- Team Spirit.
- Adaptable to working environment

OBJECTIVE

To Work a career in a challenging Environment. Working with senior management, by offering sincere services and by maintaining progressive Caliber purely based upon up-dated achievements and information for the specific organization. Assure that I will do my best to meet the demand of the job interested to me.
Experience in managing other designers and coordinating with them to deliver, a single product. Highly skilled with various programs within the Adobe Creative Suite, such as Photoshop, InDesign and Illustrator, and Coral draw.
Thanking you in advance advancement.

EDUCATION

- **Bachelor (2015-2019)**

  Bachelor (BSCS) (2019) Bachelor of science computer science Virtual University Pakistan

- **NTERMEDIATE (2013-2015)**

  Intermediate in computer science (ICS) Board Of intermediate and secondary Education Rawalpindi

- **MATRICULATION (2013-2015)**

  Matric Science Rawalpindi Board

EXPERIENCE

- **High Dream Real Estate**
  September 2022 to Till Now
  Office Administration And Graphics Designing, Also I Created The Company Website Logos And Everything Like Business Card, And also Created All Social Media Account Email etc

  - **Job Responsibilities:**
    1. Website Created and Managed it.
    2. i designed Different kind Of Social Media Post, banner, Business Card , Logos and All Kind Of Designing Related Business.
    3. Maintain All Kind Of Office Records Files and Documents
    4. Created sale and Rental Contract.
    5. Handling Property Finder and dubizzle Ads.
    6. Installing printer driver, also Printing any document, Picture.
    7. Handling Social Media Link WordPress Website And Facebook Pages, Instagram etc.

GRAPHICS TOOLS

- **Adobe Photoshop**
  1. Changing Pictures In Multiple ways
  2. Good ability for photo editing.
  3. Saturation, Sharpening. Layers.
  4. Typography & Pen tool.
  5. Print design.
  6. Posters, brochures,
  7. Business cards.
  8. Logos

- **Coral Draw**
  1. Developing concepts, graphics and layouts, including making decisions about fonts, images, readability and readers' needs. determining size and arrangement of copy and illustrative material, as well as font style and size. preparing rough drafts of material based on an agreed brief.

- **Adobe Illustrator**
  1. Medical illustration.
  2. Fashion design illustration.
  3. Children's books.
  4. Magazines.
  5. Technical illustration.
  6. Adobe Creative Suite.

DECLARATIONS

- **SPORT PLANET (Dubai UAE)**

  August 2021 to August 2022
  Worked As a Graphic Designer In Sport planet Deira Dubai

  - **Job Responsibilities:**
    1. i designed Different kind Of Panaflex banner, Business Card , Logos and All Kind Of Designing Related Business.
    2. Maintain All Kind Of Office Records Files and Documents
    3. Installing printer driver, also Printing any document, Picture.
    4. Handling Social Media Link WordPress Website And Facebook Pages, Instagram etc.

- **Polytechnic Institute Rawalpindi Pakistan**

  October 2018 To December 2020
  Worked Experience As a Graphics Designer and Computer Lab Technician in polytechnic Institute Pakistan

  - **Job Responsibilities:**
    1. Maintain and operate computer labs by assisting users with computer-related issues and troubleshooting equipment problems.
    2. Troubleshooting computer hardware and software problems; and assisting with the administration of web servers
    3. Handling Social Media Link WordPress Website And Facebook Pages, Instagram etc.

- **Swedish Technical Institute Pakistan**

  August 2015 To August 2018
  Worked As a Graphics Designer and Senior IT Lab Technician In Swedish Technical Institute Pakistan

  - **Job Responsibilities:**
    1. Maintain and operate computer
    2. Installation Operating systems and updates
    3. Operating System like (Window 7 Window 8, Window10) and also Install updates all kind of Applications software.
    4. Troubleshooting Hardware's and Internet Problems
    5. Install Printer And Updates Printer Drivers and Refill Cottages Of Printer.
    6. Data Entry Of Related Student Daily Progress Reports