**CURRICULUM VITAE**

**Muzammil**

Email: [muzammil.168628@2freemail.com](mailto:muzammil.168628@2freemail.com)

**Career Objective**

To build a good career in Graphic Designing and Multimedia field and to be a part of an organization, which provides a creative work atmosphere, where I can contribute and utilize my Eight years experience and my artistic skills.

**Qualifications**

* + - * **Diploma in Graphic / Web Designing** (from University of Karachi)
      * Bachelors with **International Relations** (from University of Karachi)
* Higher Secondary with **Computer Science** (Karachi Board)
* Secondary School with **Computer Science** (Karachi Board)

**Key skills**

* Troubleshooting, Windows, Drivers & Software’s Installations, Formatting & Creating Partitions, Assembling CPU, Small Servers, Recover lost data from Computer, Flash Drivers & Memory Cards
* Photoshop, Illustrator, In Design, CorelDraw, Freehand Arabic & Urdu Typing, Audio Video Editing, iCare, MS Office & Internet Browsing
* Professional approach to time, costs and deadlines
* Operate Digital Printers for Indoor & Outdoor Printing & Laser Die Cutting Machines.

**Work Experience**

**Mediana Advertising Dubai from March 2016 – Present.**

Designation: **Graphic Designer and IT Supports**

**Responsibilities:**

* Designing with Illustrator, Photoshop, and InDesign on iMac & Windows OS.
* Design and layout for Tabloid, Newspapers, Danglers, Wobblers, Mobile Banner, Facebook, Instagram, Magazines, Hanging Banners, Sign-ages, Cards, Ads, Brochures, Presentation and marketing collateral for clients.
* Packaging designing, logos and brand identity for new clients
* Creating layouts design such as Restaurant Menu, Flyers, Poster, Back Draft, Packaging Box & More…
* Answering queries from clients.
* Saving Data to Saver, Windows, Drivers & Software Installations.

Designation: **Project Coordinator for (ADIB) from May 2016-Present**

**Responsibilities:**

* Coordinate activities, resources, equipment and information
* Liaise with clients to identify and define project requirements, scope and objectives
* Make certain that clients’ needs are met as the project evolves
* Help prepare project proposals, timeframes, schedule and budget
* Monitor and track project’s progress and handle any issues that arise
* Act as the point of contact and communicate project status adequately to all participants
* Use project management tools to monitor working hours, budget, plans and money spend
* Issue all appropriate legal paperwork
* Report and escalate to management as needed
* Create and maintain comprehensive project documentation, plans and reports

**Quality Printing Services (Free style Advertising Group), Dubai from Jan 2014 – Feb 2016**

Designation: **Graphic Designer cum IT Supports**

**Responsibilities:**

* Designing with Illustrator, Photoshop, InDesign, Corel Draw in MAC & Windows OS
* Design and layout magazine pages, ads, brochures and marketing collateral for clients.
* Finished art and pre-press of files
* Packaging designing, logos and brand identity for new clients
* Color Separation Cyan, Magenta, Yellow, Black (CMYK) Pantone and Special Color
* Creating layouts design such as Restaurant Menu, Flyers, Poster, Back Draft, Packaging Box & More…
* Creating Sample make Dummy and Making Die Line for Artwork
* Operate Digital Printer for Indoor & Outdoor Printing & Laser Die Cutting Machine.
* Producing graphic content for site re-skins, page layouts, email designs, site graphics & static & flash banners.
* Answering queries from clients.
* Saving Data to Saver, Windows, Drivers & Software Installations.
* Recover lost data from Computer, Flash Drivers, Memory Cards

**Pakistan Air Force 2010 –March 2013**

Designation: **Graphic Designer**

**Responsibilities**

* Produced Institute Brochures and Advertisement Designs.
* Managing, producing and designing projects from brief to fulfillment.
* Presenting finalized ideas & concepts to Officers &Trainee’s for their projects.
* Creating original artwork for short and long term projects.
* Involved in designing Sports, Shields, Certificates, handouts, flyers, Presentations and graphics.

**Fazaia Inter College Korangi Creek 2009 - Dec 2012**

Designation: **Graphic Designer**

**Responsibilities**

* Produced Institute Brochures and Advertisement Designs.
* Managing, producing and designing projects from brief to fulfillment.
* Presenting finalized ideas & concepts to teachers & Students for their projects.
* Creating original artwork for short and long term projects.
* Involved in designing brochures, handouts, flyers, Presentations and graphics.

**Pakistan Oil Refinery Sep 2008 - Feb 2013**

Designation: **Graphic Designer**

**Responsibilities**

* Produced Banners, Brochures, Safety Signs and Advertisement Designs
* Created flex boards for Safety signs and other occasion such as in-house games seminars, meetings etc.

**Personal details**

Date of Birth : 27th of Oct 1987

Nationality : Pakistani

Marital Status : Single

Languages Known : English, Urdu & Arabic

Date of Issue : 04th Jun 2017

Date of Expiry : 03rd Jun 2022

Driving License : Valid UAE Driving License

Visa Status : Work Permit Visa