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|  |  |  | Mob: +971506425478 |
|  |  | [Najeeb.19232@2freemail.com](mailto:Najeeb.19232@2freemail.com) |
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| **NAJEEB** |  |  |
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|  | **PERSONAL SUMMARY** |

Highly professional and multi-talented Graphic Designer with more than 15 year years of experience, providing innovative solutions for interactive and new media projects, illustrations and branding, being always open for new challenging projects, pushing the boundaries.

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| * Creative and Strong visual problem solving skills | * Typesetting, editing and proofreading |
| * Design layout & image manipulation | * Multimedia user interfaces, design & usability |
| * Digital and traditional illustration | * Digital photography & video editing |
| * Report designing & dashboards management | * Content research & development |

**AREAS OF EXPERTISE**

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| --- | --- | --- | --- |
| Adobe Photoshop |  | Adobe Illustrator |  |
| Adobe InDesign |  | Adobe Flash |  |
| Adobe Dreamweaver |  | Adobe Fireworks |  |
| Adobe Sound booth |  | Adobe Premiere Pro |  |
| Adobe After Effects |  | Autodesk 3D Max |  |
| Autodesk AutoCAD |  | Sound Forge |  |
| HTML & CSS code |  | MS Office 2016 |  |

**Operating Systems:** Macintosh & PC Platforms



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|  | **PROFESSIONAL EXPERIENCES** |

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| **Parsons Global Services Inc.,** Doha, Qatar |  |
| **Graphics Specialist / Reporting** (December, 2015 to October 2017) |

**Project:** Doha Metro Phase I

**Client:** Qatar Rail

**Key responsibilities and achievements:**

* Develop PMCS brand design standards and provide creative design for templates, internal and external reports, presentations, brochures, infographics, collaterals and any other design support to the project controls department.
* Applying creative strategy and producing cohesive designs that reflect the creative requirements from a strategy or brief.
* Producing still and animated graphics.
* Performing test prints, and coordinating electronic transmission, file transfer, printing, cutting, lamination, binding and/or other production details associated with project controls reporting related activities.
* Create and coordinate the preparation and release of weekly and monthly reports.
* Work directly with decision makers and end users to understand, define, and document current and possible future reporting goals, needs, and requirements.
* Design reports for performance, data quality, and maintainability.
* Responsible for mock up, development, implementation of Project Control requested reporting needs
* Design, develop, publish, and maintain management dashboards.
* Research and recommend key performance indicators in order to provide better intelligence in reporting.



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| **WSP,**Makkah, Kingdom of Saudi Arabia |  |
| **Graphics Specialist / Reporting** (August, 2014 to November 2015) |

**Project:** Makkah Metro

**Client:** Makkah Mass Rail Transit

**Key responsibilities and achievements:**

* Managing and coordinating all design production from concept through completion.
* Develop and implement branding across all internal and external materials that is consistent with client and corporate brand.
* Providing graphic design, layout and desktop publishing, animated graphics, PowerPoint presentations, reports, manuals, templates, brochures, flyers, infographics.
* Issuing weekly progress updates to the client.
* Provide creative and new ideas for concept design as per the requirements from the given brief.
* Provide design services to HR Department in support of promotional flyers and posters.
* Compile and generate weekly/monthly reports, electronic file transmission/transfer and other associated production details related to project control.
* Provide trade show video presentations, editing, animations and motion graphics solutions for exhibitions and project related submissions.



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| **AlJaber Engineering,** Doha, Qatar |  |
| **Senior Web / Graphic Designer** (December, 2010 to July, 2014) |

**Key responsibilities and achievements:**

* Responsible for all design projects at the corporate headquarters.
* Manage corporate social media and web-based accounts.
* Manage the digital marketing campaigns providing the creative vision and production expertise and oversight for JEC and its affiliates.
* Revamp and optimize content management system (CMS) designs, update corporate website and other social media accounts.
* Designing brand management and print/web design: banners, presentations, newsletters, invitations, posters, logos, ads, flyers and brochures.
* Assist detailing and production supplier with graphics for the exhibition kiosk.
* Provide counsel to senior management on creative strategy and recommendations on cost-efficient production best-practices.



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| **Oxford Design Advertising (NTDE),** Dubai, United Arab Emirates |  |
| **Web / Graphic Designer** (August, 2005 to November, 2010) |

**Key responsibilities and achievements:**

* Manage advertising and promotional design for online, print and promotional products from concept to production.
* Work closely with clients to create, conceive designs and meet deadlines as per requirements.
* Design product packaging from concept to print ready artwork.
* Responsible of product packaging photography for use in marketing and sales collateral.
* Associated with marketing team for marketing material, both printed and online.
* Proofing of packaging (Colour, standard and presentation) prior to print.
* Update and manage corporate website and monthly newsletter.



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| **Professional Advertising,** Abu Dhabi, United Arab Emirates |  |
| **Web / Graphic Designer** (September, 2003 to August 2005) |

**Key responsibilities and achievements:**

* Meeting with clients to determine the scope of the project and develop creative graphics.
* Create new design themes for marketing and collateral materials.
* To think creatively and develop new design concepts, graphics and layouts.
* Design and produce brochures, booklets, and newsletters. Resize and adjust ads for publication in various business journals.
* Coordinate all aspects of production for print and electronic materials, such as web sites, CD-ROMs, interactive terminals, etc.



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| **Sungrace Information Systems,** Bangalore, India |  |
| **Web / Graphic Designer** (September 2001 to August, 2003) |

**Key responsibilities and achievements:**

* Meeting with clients to establish the overall look, graphic elements and content of communications materials to fulfill their requirements.
* Collaborated with art director to produce design for marketing and promotional materials.
* Conceived original design and concepts used in marketing collateral, animations and web.
* Participated in production of print and promotional items under direction of Marketing Department.
* Continually able to complete heavy workloads under extremely tight deadlines.
* Gained high levels of client satisfaction by consistently meeting deadlines ahead of schedule.



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|  | **ACADEMICS** |

* All India Senior School Certificate Examination (AISSCE) (1994)



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|  | **CERTIFICATIONS** |  |

* Diploma in Multimedia - Interactive Multimedia, Arena Multimedia, India (2000 - 2001)
* Diploma in Multimedia& Animation, Cyrix, India (1999 - 2001)
* Advanced Diploma in Computer Service Engineering, Accel, India (1998 - 1999)
* Diploma in System Management, Aptech Computer Education, India (1997 - 1999)



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|  | **LANGUAGES** | |
| * English: Fluent | | * Hindi: Native | |
| * Arabic: Working knowledge (Read & Write) | | * Malayalam: Native | |



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|  | **PERSONAL INFORMATION** |

Date of Birth: 17/04/1976

Nationality: Indian

Marital Status: Married



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|  | **INTERESTS** |

* Photography
* Drawing Caricatures and 2D animations
* Learning new trades and meeting new people



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|  | **REFERENCES** |

* References available on request.