KHADIJA

GRAPHIC DESIGNER | OFFICE MANAGEMENT ASSISTANT

Gujranwala, Pakistan | 03010072429 | shahbazsiddiqui443@gmail.com

PROFESSIONAL SUMMARY

Motivated and creative student with practical experience in graphic designing and office management. Skilled in creating social media posts, designing promotional materials, managing Excel records, and preparing professional PowerPoint presentations. Eager to learn new skills and contribute to a professional organization.

EDUCATION

Intermediate – ICS (Physics)

Elite College | 2025 – 2027 (Expected)

WORK EXPERIENCE

Graphic Designing & Office Management

School-Based Experience

- Designed social media posts and promotional materials.
- Created school announcements and posters.
- Prepared professional PowerPoint presentations.
- Managed student records using MS Excel.
- Assisted with data entry and record keeping.
- Created and formatted documents using MS Word.

PROFESSIONAL SKILLS

Graphic Designing • Social Media Post Designing • Logo & Poster Designing • MS Excel & Data Entry • MS PowerPoint Presentations • MS Word & Document Formatting • Record Keeping • Office Management

SOFTWARE SKILLS

Canva • Microsoft Excel • Microsoft PowerPoint • Microsoft Word

CERTIFICATIONS & TRAINING

Artificial Intelligence (AI) Course – Dars Institute

If the course is still in progress, describe it as “Currently Learning” rather than a completed certification.

LANGUAGES

Urdu • English

PORTFOLIO

LinkedIn: linkedin.com/in/khiya-creater-39936a446