



HAMZA AHMED

Graphic Designer & Office Administrator

COVER LETTER

Dear Hiring Manager's,

I am writing to express my interest in this Job. With a diverse background in Graphic Design, Office Administration, Cashiering, Field Supervision, and Data Entry Operations, I am confident in my ability to contribute effectively to your team.

Over the past 8 years, I have accumulated valuable experience in various roles that have honed my skills in multitasking, problem-solving, and attention to detail. As a Graphic Designer, I worked on numerous projects that required creativity and an eye for design.

My time as an Office Administrator taught me the importance of organization and efficiency in managing daily operations.

In my roles as a Cashier, I developed strong interpersonal skills and the ability to thrive in fast-paced environments. Furthermore,

As I reflect on my one year as a Field Supervisor in the oil and gas industry, I find myself immersed in a whirlwind of experiences, challenges, and accomplishments. Each day brought forth new tests of my leadership, technical skills, and adaptability.

My experience as a Data Entry Operator has equipped me with a keen understanding of data management and accuracy.

I Will Hope You Will Be Understand, And i wish Company give me an opportunity for this job role.

Thank you for considering my application. Please find my resume attached for

Sincerely

Hamza Ahmed

PERSONAL INFO



Phone:

00971 525184782



Mail:

Hamzaahmed5253@gmail.com



Passport No:

ZG1163872



Marital Status:

Married



Nationality:

Pakistani



Address:

C-108 Building, Flat 303, Shabiya 12,
Abu Dhabi, UAE

VISA STATUS

VISA TYPE: VISIT VISA



HAMZA AHMED

Graphic Designer & Office Administrator

Hello, I'm HAMZA

I have a clear, logical mind with a practical approach to problem-solving and a drive to see things through to completion. I have more than six years of experience in managing and leading teams across multiple sectors. I am eager to learn, I enjoy overcoming challenges, and I have a genuine interest in Business Management and making organisations successful.

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SKILLS

// Professional

Creativity
Teamwork
Communication
Hardwork

// Technical

Adobe Photoshop
Adobe Illustrator
Adobe InDesign
Wilcom Embroidery E4.2
Coral Draw
Microsoft Word & Excel

VISA STATUS

VISA TYPE: VISIT VISA

EXPERIENCE



**GRAPHIC
DESIGNER**
2024-2024

Al Wahda Industry | Sialkot, Pakistan.

An entry-level designer helps more experienced designers with concept design, product development, and other essential duties within their industry.



**OFFICE
ADMINISTRATOR**
2023-2023

Mbin Business complex | Sialkot, Pakistan

Organizing the office and assisting associates to optimize processes and Sorting and distributing communications in a timely manner.



CASHIER
2021-2022

Afzal Group Of Electronics | Slalkot, Pakistan

I am responsible for processing and receiving payments And Data Entry Clerk for transferring paper formats into computer files or database systems.



**FIELD
SUPERVISION**
2020-2020

Euro Mechanical LLC | Abu Dhabi, UAE

I am responsible of manage and oversee the performance of the field staff for a variety of projects in Halliburton Worldwide Limited.



**DATA ENTRY
OPERATOR**
2017-2019

Afzal Group Of Electronics | Slalkot, Pakistan

I am responsible Data Entry Clerk for transferring paper formats into computer files or database systems.

EDUCATION



**CIVIL ENGINEER
(DAE 3 YEARS)**
2013-2016

Slalkot College Of Technology | Slalkot, Pakistan

Civil engineering deals with the design, construction and maintenance of our built environment, from buildings to bridges, roads to railways - and considers what this means for the future of our planet and society.



**MATRICULATION
(COMPUTER SCIENCE)**
2011-2012

Government Higher Secondary School | Slalkot, Pakistan

Matriculation is the formal process of entering a university as a candidate for a degree, or of becoming eligible to enter by fulfilling certain academic requirements such as a formal examination.

SHORT EDUCATIONAL COURSES



**GRAPHIC DESIGN
(03 MONTHS)**
2024-2024

Digiskills Training Program 2024

This course combines design principles and software, typography, digital illustration, Adobe Photoshop, Adobe Indesign, page layout, and prepress techniques with a focus on design processes from the point of visualization to production.



**DIGITAL MARKETING
(03 MONTHS)**
2024-2024

Digiskills Training Program 2024

The digital marketing courses we offer are designed to help prepare you for a career in SEO optimization, content marketing, social media strategy, and online advertising,



**IMPORT & EXPORT
(02 MONTHS)**
2022-2022

Microtech Training Institue | Sialkot, Pakistan

Manage the imports and exports processes in a cost-effective way with specific Emphasis on imports - including all related tasks.



**AUTO CAD 2D+3D
(06 MONTHS)**
2015-2015

United Technical Center | Sialkot, Pakistan

This course covers basic drafting and designing concepts such as dimension principles, and asser equip the users with the essential drafting skills to solve problems in AutoCad.



**COMPUTER APPLICATIONS &
OFFICE PROFFESIONAL**
2013-2013

Vocational Training Institute | Sialkot, Pakistan

Computer applications is a 04 months Introductory course that will provide students with the opportunity to use the computer as a problem - solving tool.