



MAHAM BABAR

GRAPHIC DESIGNER, ART DIRECTOR, HR MANAGER

CONTACT

+92 321 4406379

mahambabar786@gmail.co

DHA Phase 11, Lahore.

SKILLS

- Graphic Design
- Illustration
- Premiere
- After Effects
- 3D Max/Digital Painting
- HR Management
- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Bookkeeping
- Administrative Management
- Accounting
- Social Media
- Data Entry
- Creativity



PROFILE

Since graduating from Lahore College for Women University in Graphic Design, I have been engaged in the news channel as a graphic designer and in academia. I also work with people from different work lines, and I'm always been a team player. I want to produce high-quality work that satisfies my professional and personal ethics and contributes to the organization's development while fostering a meaningful relationship with the people I work with.



WORK EXPERIENCE

Biotech

2023 - 2024

PA, Manager

- Maintain production lines and look at the logistic side to run daily operations/production smoothly. Organize calendars, appointments, and meetings. Handle emails, calls, travel plans, and documentation.
- Act as a communication bridge between the executive and others
- Oversees recruitment, employee relations, policy implementation, and organizational development..

UMT

2022 - 2023

Lecturer

- Delivers lectures, prepares course materials, and assesses student performance.
- Guide academic progress through mentoring and support research or scholarly activities including supervising projects and thesis work.
- Also contribute to curriculum development and participate in departmental duties.

Serxa International

2021 - 2022

HR Manager

- Oversee recruitment, onboarding, and workforce planning. Manage employee relations, conflict resolution, and performance reviews.
- Develop and implement HR policies ensuring legal compliance, Lead training, development, and employee engagement initiatives.

Tech Global

2021 - 2022

HR Manager

- Organize calendars, appointments, and meetings. Handle emails, calls, travel plans, and documentation.
- Oversee recruitment, onboarding, and workforce planning. Manage employee relations, conflict resolution, and performance reviews.
- Develop and implement HR policies ensuring legal compliance, Lead training, development, and employee engagement initiatives.

LANGUAGES

- English
- Urdu
- Punjabi

COURSES TAUGHT

- Information Design
- Packaging Design
- Research Methodology
- Editorial Design
- Typography
- Thesis Supervision

HOBBIES

- Photography
- Calligraphy
- Digital Drawing
- Painting
- Dress Design
- Hiking
- Reading
- Traveling
- Horse Riding
- Cycling
- Music
- Interior Design



WORK EXPERIENCE

Meta Studio's

2019 - 2021

Art Director

- Develop and oversee the visual style and creative direction/projects.
- Lead design teams and coordinate with other departments like marketing or production.
- Approve artwork, layouts, and designs to ensure brand consistency.
- Collaborate with clients or stakeholders to translate concepts into compelling visuals.

Meta Studio's

2019 - 2021

Sr. Graphic Designer

- Create visual concepts, graphics, and layouts for digital media. Design logos, websites, social media content, advertisements, and other visual content.
- Collaborate with clients or teams to understand design requirements and objectives

Neo News

2018 - 2019

Graphic Designer

- Create visual concepts, graphics, and layouts for digital media.
- Design websites, social media content, advertisements, and other visual content.

PNN News

2017 - 2018

Graphic Designer

- Create visual concepts, graphics, and layouts for digital media.
- Design websites, social media content, advertisements, and other visual content.

Mass Com Dept. LCWU

2017 - 2020

Graphic Designer

- Handle the Channel (YouTube & Radio)
- Create visual concepts, graphics, and layouts for digital media.
- Design websites, social media content, advertisements, and other visual content.

Salman Zafar Immigrations & Law Firm

2014 - 2016

Graphic Designer

- Create visual concepts, graphics, and layouts for digital media.
- Design websites, social media content, advertisements, and other visual content.

I have also worked as a Freelancer in the past and am still working on several projects related to Graphics, Interior design, Fashion, and more.

COURSES/DIPLOMAS

- Successfully completed the “faculty development program” training organized by CTL, umt.
- Successfully completed the Citizenship Education & Community Engagement Program Active Citizens by the British Council.
- Successfully completed the effective leadership and management Program.
- Successfully completed the Shoe Design Program/Course from NCA.
- Successfully completed the DIT Program/Course from RIIT.



EDUCATION

BFA (Graphic Design) LCWU Division: 1st	2016 - 2020
Intermediate (Fine Arts) Bise, Lhr Division: 1st	2012 - 2014
Matric (Computer Science) Bise, Lhr Division: 2nd	2010 - 2012



HONORS & AWARDS

- Win First prize in a poster design competition.
- Set Design and advertisement for TEDx.
- Participated and win prizes in Arts Fest organized by SKZMDC.
- SUPERVISED TEN THESIS AT THE UNDERGRADUATE LEVEL.
- Participated and win prizes in Photography competitions.
- Organized and Participated in the 1st International Conference related to Social Sciences and Humanities.
- Arranged/Organized conferences, workshops, photography walks, seminars on educational level to other institutes and places.
- Attended Conferences on different Art related topics National or International level.