

# Maham Arshad

Graphic designer, Social media manager & HR

## CAREER PROGRESSION

### GRAPHIC DESIGNER & HR

Peshawar Model Education Network

### PROJECT MANAGEMENT

Google (Course Completed)

## ACADEMIC BACKGROUND

### PRESENTATION CONVENT HIGH SCHOOL, PESHAWAR

Matric in Science (2015)

### GOVT. FRONTIER COLLAGE FOR WOMEN, PESHAWAR

FSc Pre engineering (2017)

### BS CHEMISTRY FORM SBBWU

Completed 2017-2021

## CERTIFICATIONS

- IT Essentials By CISCO Networking Academy (2018).
- Graphic Design By KPITB (2018).
- Participation In Stress Management Seminar By The Yasii Organization (2018).
- Certificate Of "How to become successful" By Udemy (2020).
- 2nd Position In Logo Design Competition By Art Psyche (2020).
- Certificate Of Completion Of Graphic Designing By KPITB Women Empowerment through Digital Skills (2021).
- Completion Certificate Of Kufic Calligraphy By PPC (2021)

## WORK EXPERIENCE

### Past Experience :

- Volenteered in different events.
- Volunteered as Graphic Designer at SBBWU.
- Managed Social Media Pages and Accounts.
- Design Posts for various local clients.
- Worked on Fiverr.
- Graphic designer at Forward girls college, Peshawar (1 Month)
- Graphic Designer at Parwan-e- Khanam (4 Months)

### Present Experience ;

- Graphic Designer in HRDC at PMEN.
- Event manager, Account handler Graphic Designer At "The White Ink" (Remote Freelance).
- Social Media Manager/Handler (Freelance Projects).

## INTRODUCTION

Hi! I'm Maham. I'm a graphic designer, social media content creator and accounts/social media page manager. I'm also passionate about art and want to create something new, unique, and eye-catching.

## PERSONAL INFORMATION

**Date of Birth:** 22.08.1998.

**Age:** 24 yrs.

**Status:** Single.

**Nationality:** Pakistani.

## SOFTWARE SKILLS

- MS Word
- MS Excel
- MS Power Point
- Notes
- Photoshop
- Illustrator
- Canva
- Kinemaster etc

## PROFESSIONAL SKILLS

- Graphic Designing
- Photography
- Event Management & Organizing
- Social Media Profile Handling
- Project Management
- IT Essentials
- Drawing & Designing
- Problem Solving & Advising

## CONTACT DETAILS

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