

# Sharmeen Asama *Mathematics Graduate*

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Riyadh, Kingdom of Saudi Arabia

Pakistani



## Profile

Organized and hardworking professional with skills in handling documents, managing files, and using Microsoft Office tools like Word, Excel, and PowerPoint. Eager to join a company to support the team with accurate and efficient document management while growing my skills and contributing to the company's success.

## Work Experience

### Graphic Designer

2020 – 2023

Online work

Lahore, Pakistan

- Created sales and marketing visuals using Photoshop and CorelDRAW
- Developed product banners and customer-engaging designs

### Computer Internship

Apr 2020 – Jul 2020

NCC Software House

Lahore, Pakistan

- Designed interior and exterior home plans using AutoCAD, Revit, and 3D Studio Max
- Gained hands-on experience in project work, improving teamwork and design skills

### Senior Wing Teacher

2022 – 2025

Alhadi Boys High School

Lahore, Pakistan

- Delivered lessons while managing classroom behavior and maintained daily records
- Developed organizational skills and problem-solving ability

## Education

### Graduation in Mathematics (CGPA 3.36/4.00)

2018 – 2022

University of Education

Lahore, Pakistan

Verified by Ministry of Human Resources and Social Development (KSA)

## Skills

**Technical & Computer Skills** — MS Office | InPage | CorelDRAW | Adobe Photoshop | AutoCAD

**Microsoft Office Suit** — Word Processing | Spreadsheet Handling | Presentation Designs | File Formatting

**Communication Skills** — Customer Interaction | Verbal & Written (English, Urdu) | Team Coordination

## Courses and Certificates

**Business English: Making Presentations** — University of Washington, Coursera

**Write Professional Emails in English** — Georgia Institute of Technology, Coursera

**Creative Designing** — Punjab Board of Technical Education, Lahore, Pakistan

**Adobe Photoshop** — Sukker IBA University, School of Animation, Pakistan

**AutoCAD 2D&3D** — National College of Computer NCC, Lahore, Pakistan

## Languages

English

Urdu

Arabic

## Digital Documents

Residential Permit (Iqama Transferable)