

Sharmeen Asama *Mathematics Graduate*

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Riyadh, Kingdom of Saudi Arabia

Pakistani



Profile

Organized and hardworking professional skilled in document management and Microsoft Office. Completed the Oracle Aconex course from Oracle University, gaining practical experience in project collaboration and document control and workflow. Eager to join a company to support with accurate documentation while continuing to grow my skills.

Education

Graduation in Mathematics (CGPA 3.36/4.00)

University of Education

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

2018 – 2022

Lahore, Pakistan

Work Experience

Graphic Designer

Online work

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

2020 – 2023

Lahore, Pakistan

Computer Internship

NCC Software House

- 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

Apr 2020 – Jul 2020

Lahore, Pakistan

Senior Wing Teacher

Alhadi Boys High School

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

2022 – 2025

Lahore, Pakistan

Courses and Certificates

Oracle Aconex Course Completion — Oracle University

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

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

Skills

Documentation & Project Management — Oracle Aconex | Documents Controlling | Workflow Automation

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

Languages

English

Urdu

Arabic

Digital Documents

Residential Permit (Iqama Transferable)