

AIMA IQBAL

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Adaptable and detail-oriented individual with a background in software and design, experienced in managing client communication, project coordination, and user-centered solutions. Skilled in handling multiple responsibilities, meeting deadlines, and maintaining a professional tone in both written and verbal communication. Recognized for strong interpersonal skills, reliability, and a consistent ability to deliver high-quality work in collaborative environments.

AREA OF EXPERTISE

Verbal and written communication	Active listening Problem Solving	Time management Client handling and support
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KEY ACHIEVEMENTS

- Successfully handled guest and participant coordination in university events, responding to 100+ queries with professionalism.
- Quickly adapted to tools like Figma, Canva, and Google Workspace, showing strong learning ability for CRM and support tools.
- Demonstrated teamwork and time management by completing academic and freelance projects under pressure.
- Gained client trust through clear communication, revisions, and consistent follow-ups during design projects.

PROFESSIONAL EXPERIENCE

Freelance UI/UX

Remote | 2023 – Present

- Communicated directly with clients to gather requirements, clarify expectations, and handle revisions.
- Delivered over 10 UI/UX projects including food delivery apps, booking systems, and dashboards.
- Handled multiple client projects simultaneously, demonstrating multitasking and time management.
- Ensured clear and timely updates, maintaining a professional tone in all client interactions.
- Resolved client concerns through active listening and calm, solution-focused responses.

Event Support Volunteer – Software Engineering Society

University | 2022 – 2023

- Managed guest coordination and responded to inquiries during university events.
- Handled real-time troubleshooting and on-site questions from 100+ participants.
- Collaborated with event team to ensure smooth communication across departments.
- Demonstrated leadership, organization, and public dealing in high-pressure situations.

EDUCATION

Bachelors in Software Engineering

Nov 2021 - May 2025

Currently in my final year of Software Engineering, developing a strong foundation in UI/UX design, front-end development, and software development principles. Skilled in designing intuitive digital experiences, problem-solving, and collaborating on projects that bridge the gap between design and technology. Passionate about human-centered design, web and mobile app development, and emerging technologies.

ADDITIONAL INFORMATION

- **Languages:** English, Urdu.
- **Certifications:** Google UX Design specialization at Coursera
- **Awards/Activities:** A part of Idea hunting team at Hayatian Entrepreneurial Society and Event Designer at Software Engineering Society