

NADEEM ALI



CONTACT:

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PERSONAL DETAILS:

Father Name: Tabarak Hussain
CNIC: 61101-0511873-5
D.O.B: 15 May, 2007
Nationality: Pakistani
Gender: Male
Marital Status: Single
Religion: Islam
Address: Village Kalyah, P.O Chirah
Islamabad.

PROFESSIONAL SKILLS:

- Documentation Management
- Data Entry & Control
- Graphic Design
- Time Management
- Visual Marketing

LANGUAGES:

- English
- Urdu
- Punjabi

PROFILE:

Creative professional with expertise in Graphic Design and Administrative Operations. Proficient in CorelDraw and database management, with a strong background in recruitment marketing and document verification. Seeking to contribute technical and organizational skills to a growth-oriented team.

EDUCATION:

- **BACHELOR OF BUSINESS ADMINISTRATION (BBA)** {2025-Continue}
Semester: 2
University: Virtual University of Pakistan
- **INTERMEDIATE IN COMPUTER SCIENCE (ICS)** {2023-2025}
Marks: 61%
Institute: Pearl Chanab School & College Islambad
- **MATRICULATION** (2021-2023)
Marks: 71%
Institute: Pearl Chanab School & College Islambad

PROFESSIONAL EXPERIENCE:

- **GCC TECHNI TEST & TRAINING CENTER (Dec 2025 – Present).**
Administrative Operations: Managing daily office workflows, maintaining candidate databases, and ensuring all documentation meets agency standards.
Process Coordination: Streamlining communication between candidates and recruitment partners to improve operational efficiency.
Visual Marketing & Design: Leading the creation of professional job advertisements to attract top talent for international roles.
- **SAFEENA TUL KHAIR TRAVEL & TOURISM (Aug 2025 – Nov 2025).**
Graphic Designer | INTERNSHIP
Visual Advertising: Designed professional advertisements for Umrah packages and tourism deals to enhance brand reach.
Social Media Management: Managed digital content across Facebook, ensuring consistent and engaging visual communication.
- **AKASH GRAPHICS & PRINTING PRESS (Jan 2024 – Jul 2025)**
Junior Graphic Designer (Part-Time)
Design & Layout: Assisted in creating high-quality Panaflex banners, business cards, and letterheads for diverse clients.
Print Production: Gained hands-on experience in the end-to-end commercial printing process, from initial concept to final production.
Skill Advancement: Mastered professional design software and creative techniques in a fast-paced environment.
Time Management: Successfully balanced professional responsibilities with academic commitments through a disciplined part-time schedule.

COURSES:

- **GRAPHIC DESIGNING (6 Months)**
Institute: Inspire Institute of information Technology
- **DIGITAL LITERACY (3 Months)**
Institute: DigiSkills Training Program

REFERENCES:

Available on Request.