

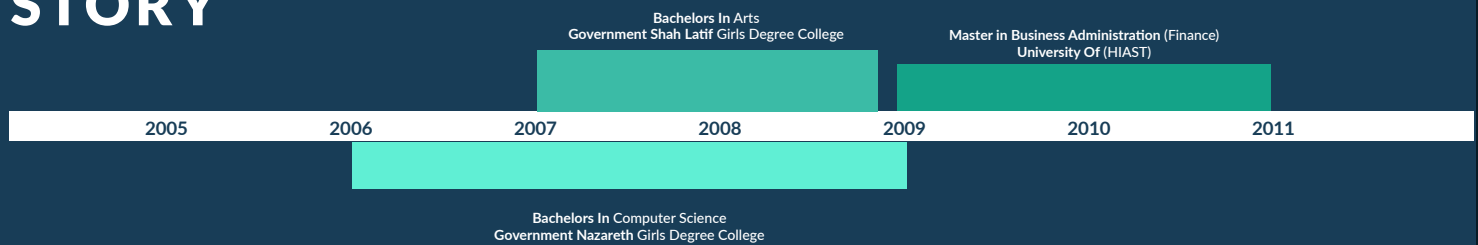
AISHA SYED

Program Manager, Graphic Designer & Virtual Assistant

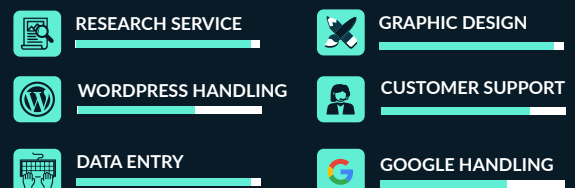
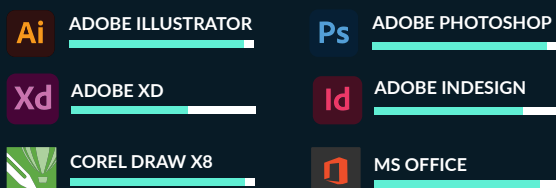
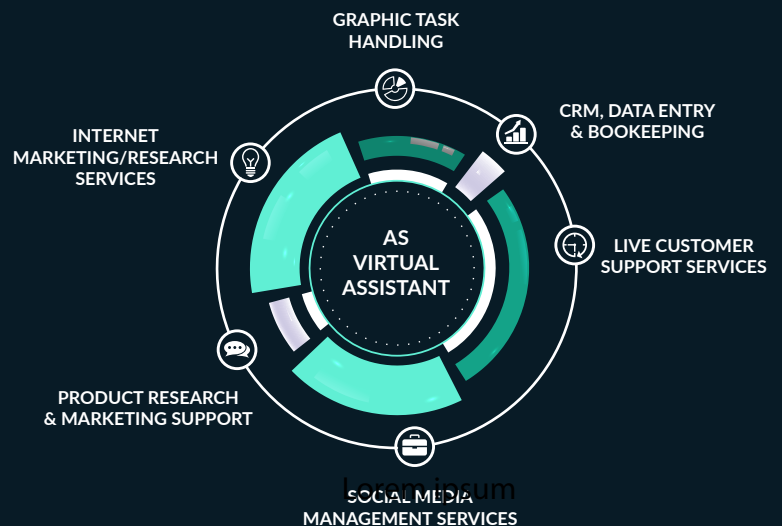
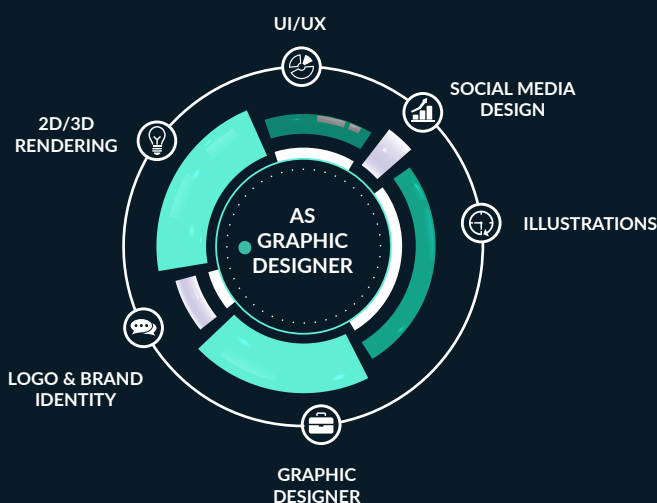
- +92 03342631137
- chainzown@gmail.com
- Hyderabad, Sindh, Pakistan

Dedicated and versatile professional with extensive experience in Administrative Support, Quality Assurance, Graphic Design, and Program Management. From day one, I am confident in contributing valuable expertise to both virtual and physical environments. I possess a unique blend of creative and technical abilities, integrating innovative art and design principles with exceptional organizational skills. Proficient in Adobe Creative Suite, Jira, Postman, MS OFFICE and various CMS and administrative tools, I excel in delivering high-quality outcomes and driving the implementation of strategic work initiatives. Committed to enhancing processes and fostering success in dynamic team settings.

MY STORY



MY SPECIALITIES



MY INTEREST

★★★★★
ENGLISH

★★★★★
URDU

INTERNET SURFING

TECHNOLOGY UPDATES

MUSIC

PROFESSIONAL EXPERIENCE

01

DATE PALM MEDIA

2017 - 2023

Virtual Assistant & Research Task

Aisha managed research tasks, supported administrative operations, and ensured project quality with attention to detail. Leveraging her knowledge of Web Development, Graphic Designing, and Team Management, she contributed to efficient workflows, timely task execution, and client satisfaction.

03

FIVERR WORK



2013 - 2015

Academic Writer Freelancing

Aisha is serving as Virtual Assistant and managing research task and helping in accomplishing some administrative job from the best of her skill and knowledge. She knows the base knowledge of Web Development, Graphic Designing, and some team management task so these base knowledge helped to accomplish a goal.

05

COMPUTER MAN



2009 - Present

IT Educationist

Aisha is serving as Virtual Assistant and managing research task and helping in accomplishing some administrative job from the best of her skill and knowledge. She knows the base knowledge of Web Development, Graphic Designing, and some team management task so these base knowledge helped to accomplish a goal.

07

NCHD PAKISTAN

2009 - 2010

Graphics Designer and Content Writer

Aisha is serving as Virtual Assistant and managing research task and helping in accomplishing some administrative job from the best of her skill and knowledge. She knows the base knowledge of Web Development, Graphic Designing, and some team management task so these base knowledge helped to accomplish a goal.

02

FREELANCER



2013 - Present

Freelancer Multiple Projects

Serving as Freelancer Handling multiple freelance accounts to outsource multiple fields project and get graphic design.

04

VISUAL CREATIVENESS

2013 - 2016

Graphic Designer and Administrative (REMOTELY)

Serving as Freelancer Handling multiple freelance accounts to outsource multiple fields project and get graphic design.

06

APEX CONSULTING

2009 - 2010

Internee I.T

Serving as Freelancer Handling multiple freelance accounts to outsource multiple fields project and get graphic design.

07

CHAINZOWN

2009 - 2021

Chief Executive Officer

I have been serving my self as CEO to handle all core aspects of my company. I am handling the projects, managing a core team and performing best to grow up thi this IT industry with best of my skill and knowledfe.

HONORS AND AWARDS

- CERTIFICATE ON SUCCESSFUL COMPLETION OF 5 DAYS TRAINING PROGRAM NAMEDLY RISE OF COMMUNITY JOURNALISM. (14 NOV 2015)
- CERTIFICATE ON SUCCESSFUL COMPLETION OF IN SERVICE TRAINING COURSE OF PEDAGOGICAL SKILLS. (23 FEB-2015 -21 MAR 2015)
- CERTIFICATE FOR PARTICIPATION IN WORKSHOP ON BRIGHT IDEAS.
- CERTIFICATE OF HONOR FOR DEVELOPING SOFTWARE UNDER TITLE OF "SOLAR SYSTEM AND ASTROLOGY" FROM BOARD OF INTERMEDIATE AND SECONDARY EDUCATION IN HYDERABAD SCIENCE FAIR (2004)
- CERTIFICATE OF APPRECIATION FOR DEVELOPING SOFTWARE UNDER TITLE OF "COMPUTERIZED TESTING SYSTEM" FROM INTEL, SINDH SCIENCE OLYMPIAD PROGRAM, (2005)
- CERTIFICATE OF HONOR FOR DEVELOPING SOFTWARE UNDER TITLE OF "COMPUTERIZED TESTING SYSTEM" FROM BOARD OF INTERMEDIATE AND SECONDARY EDUCATION IN HYDERABAD SCIENCE FAIR (2005)
- CERTIFICATE OF PARTICIPATION FOR DEVELOPING A WEBSITE UNDER TITLE OF Z"UNIVERSAL SHOPPING WEBSITE" FROM INTEL IN SINDH SCIENCE OLYMPIAD PROGRAM 2007.
- APPRECIATION CERTIFICATE ON MATH KANGAROO COMPETITION.