Sumeera Younus Bhatti

Graphic Designer   0344-4070755 | sumbh786@gmail.com

House # 169,LDA Avenue-1,
Raiwind Road, Lahore

CAREER OBJECTIVE

To be a good professional in competitive environment through skills and knowledge and work in an organization, which encourages innovation and provides opportunities for personal growth. Eager to find a challenging position to meet my competencies, capabilities, skills and education.

WORK EXPERIENCE

Graphic Designer - INFOTECH Group, Lahore ■ Produce both eCommerce and non-eCommerce creative website layouts and content for the use of clients. ■ Created design, concepts, and sample layouts, based on knowledge of layout and esthetic design concept. ■ Prepared illustration and rough sketches of material, discussing them with clients, and making necessary changes. ■ Developed graphic and layouts for product illustrations, logos, and websites mirroring company brand style. ■ Finalize design of dashboard convert into html & bootstrap code using Visual Studio Code.	Mar 2022 to Date
Internship in Graphic Designer - PNY TRAINING INSTITUTE, Lahore	Jan 2022-Feb 2022
Personal Assistant to Principal – Govt. College for Women, Wahdat Colony, Lahore ■ Assisting principal in daily tasks related to college and student matters	Feb 2013-2021
Lecture URDU – Govt. College for Women, Wahdat Colony, Lahore	Feb 2015 - 2020
Lecture Computer Science – Govt. College for Women, Wahdat Colony, Lahore ■ IT teacher for Intermediate, graduation & Masters students. ■ My key responsibilities were teaching computer science students for the subjects of Windows, C++, Visual Basic, Databases and Teaching Oracle Developer to students.	Feb 2009 - 2020
Project Manager - Govt. College for Women, Wahdat Colony, Lahore ■ During my job period at Govt. College for Women, Wahdat Colony, Lahore I have performed ■ Analyze, design and develop data management programs related to examination and student records. ■ Maintenance of departmental reports, records and collection of databases. ■ Generation of reports as required by the management. ■ Carry out related administrative duties.	Jan 2007 - 2021
Examiner – BISE Lahore ■ Paper Marking for Board of Intermediate and Secondary Examination Lahore. ■ Worked as External Examiner for Computer science Practical for Board of Intermediate and Secondary Examination Lahore.	

ACADEMIC QUALIFICATION

Degree	Major Subjects	Year	School/ University
Graphic Designing	Full Stack Graphic Designing Diploma	2021	PNY Training Institute
MIT	Visual Basic, JAVA, Data Structures	2012	Virtual University
DCH	Computer Hardware	2008	Govt. College for Women, Wahdat Colony, Lahore.
DGD	Adobe Photoshop, Corel Draw, Flash MX	2008	Govt. College for Women, Wahdat Colony, Lahore.
PGD-IT	Computer Science	2002	Govt. College for Women, Wahdat Colony, Lahore.
M.A (URDU)	Urdu	2000	Punjab University, Lahore.
B.A	Urdu Advance, Islamiyat Elective , Persian	1997	Punjab University, Lahore.

COMPUTER SKILLS

- Excellent knowledge in Adobe Creative Suite, and related design production tools
- Proficiency in InDesign, Illustrator and Photoshop, as well as knowledge of basic HTML, CSS and coding
- Hands on practice in Graphic Designing (Coral Draw, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe XD)
- Microsoft Office (Word, Excel & Power Point, Front Page, Visio)
- Data Base (RDBMS, Ms Access, Oracle, Developer.)
- Server Scripting (SQL)
- Languages (C++, VB 6.0, HTML, XHTML, Bootstrap, JavaScript)

REFERENCES

To be furnished on request.