

RESUME

Personal Information

Name: Umme Habiba

Profession: Freelance Service Provider / Content Writer

Location: Hazro City, Punjab, Pakistan

Profile Summary

I am an individual freelancer providing professional services including content writing, research, basic designing, and client support. I focus on delivering high-quality, original, and well-structured work according to client requirements. I am committed to deadlines and client satisfaction.

Skills

- Content Writing
- Article & Blog Writing
- Academic Writing
- Research Work
- Data Entry
- Basic Graphic Designing (Canva)
- Client Communication
- Proofreading & Editing

Experience

Freelance Work (Self-Employed)

- Handling client projects independently
- Delivering assignments and articles
- Managing communication and revisions
- Ensuring timely delivery

Education

(Add your qualification here)

Languages

Urdu (Native)

English (Basic to Intermediate)

Objective

To provide reliable, high-quality freelance services and build long-term professional relationships with clients.