

## PROFESSIONAL SUMMARY

Detail-oriented Data Entry Specialist, SEO Content Writer, and Graphic Designer with extensive experience in executing remote projects. Adept at visual content creation, structured data management, and generating search engine optimized writing. Highly proficient in navigating professional design tools, handling complex spreadsheets, format conversions, and comprehensive internet research. Proven track record of reliability, precision, and adherence to strict project deadlines.

## WORK EXPERIENCE

### Graphic Designer (Remote)

Freelance | 2024 - Present

- Designing high-converting social media posts, promotional banners, and professional freelance gig visuals.
- Creating clean vector graphics, logos, brand identities, and customized marketing materials.
- Executing precise image background removal, advanced photo editing, and aesthetic layout compositions.
- Aligning modern visual designs meticulously with targeted brand personas and specific client guidelines.

### Data Entry Specialist (Remote)

Freelance | 2023 - Present

- Managing complex database inputs, data cleansing, and efficient spreadsheet administration.
- Executing seamless multi-format conversions including PDF to Word, Excel, and high-quality image formats.
- Performing deep web analysis, data mining, and extensive internet research to extract accurate information.

### SEO Content & eBook Writer (Remote)

Freelance | 2023 - Present

- Writing SEO-optimized blog posts, high-impact articles, and engaging website copy using strategic keyword placement.
- Formulating comprehensive eBook structures, conducting background research, outlining, and publishing layouts.
- Polishing drafts through strict proofreading, structural editing, and enhancing readability for global target audiences.

## SKILLS & TOOLS MATRIX

### Graphic Design

- Adobe Photoshop
- Adobe Illustrator
- Canva Pro
- Vector Tracing
- Layout & Branding

### Writing & SEO

- SEO Blog Writing
- eBook Formatting
- Keyword Research
- Content Optimization
- Proofreading & Editing

### Data & Office

- Microsoft Excel
- Google Sheets
- PDF Conversion
- Internet Research
- Structured Data Entry

## EDUCATION

### Bachelor of Arts (BA)

Allama Iqbal Open University / Pakistan

### Intermediate (FA / FSc)

BISE Punjab Board | Pakistan

## CERTIFICATIONS

### ✓ Graphic Design Certificate

Professional Skill Development

### ✓ SEO Content Writing Certificate

Digital Marketing Academy

### ✓ Data Entry Specialist Certificate

Information Technology Center