**C U R R I C U L U M V I T A E**

 **HINA UROUJE**

****OBJECT****

Responsible for all the administrative processes within the Office, as well as providing general secretarial support to enable the smooth and effective running of the office. Working as part of a team in a busy office environment processing, cleaning and then imputing data.

Talented graphic design lead with 3 years’ experience in graphic design who is highly motivated, creative, and versatile. Especially skilled in creating and directing corporate and new business design. Adept at innovating user experience for the web and multimedia applications.

****ORGANITATIONAL EXPERIENCES****

* **2014- till**

**Freelancer Graphics designer.**

* **2013-to Dec-2014,**

**Rimsha Travel & Tourism. As an Assistant Manager.**

* **2011-to 2013,**

Samara International (Pvt) Limited as **an Admin Officer**

* **2009- to 2011,**

Khanani&Co.(Sales Custom - Income Tax Consultancy) as a **Date Entry Operator & Making Sales Tax Invoices** According To Sales Tax Act.1990.

* **2009 - 2011,**

 The Group of ALI ALI School Karachi. (**Computer Teacher and Hold Science Exhibition Efficiently)**

****DUTIES****

* Ensuring report tables and listings accurately reflect data within a database.
* Entering data accurately onto computerized databases & Excel spreadsheets.
* Locate and correct data entry errors.
* Lifting of files and boxes containing paper records.
* Maintain logs of activities and completed work.
* Ensuring documents meet required quality standards.
* Compiling, coding, categorizing, calculating, tabulating and auditing data.
* Handling inbound telephone queries from colleagues / clients regarding data.
* Data manipulation in Excel spreadsheets.
* Occasionally carrying out various administration tasks like, photocopying, filing.
* Reviewing validation output and performing specified manual checks on the data to ensure consistency and completeness.

****SKILL ABILITIES****

* **Analytical skills.** I must be able to look at their work from the point of view of their consumers and examine how the designs they develop will be perceived by consumers to ensure they convey the client’s desired message.
* **Artistic ability**.  must be able to create designs that are artistically interesting and appealing to clients and consumers. They produce rough illustrations of design ideas, either by hand sketching or by using computer programs.
* **Communication skills.**  must communicate with clients, customers, and other designers to ensure that their designs accurately reflect the desired message and effectively express information.
* **Computer skills.** Sometime use specialized graphic design software to prepare their designs.
* **Creativity.** I must be able to think of new approaches to communicating ideas to consumers. They develop unique designs that convey a recognizable meaning on behalf of their clients.
* **Time-management skills.** Almost I often work on multiple projects at the same time, each with a different deadline.

 ****EDUCATIONAL BACKGROUND****

* **2015**

**MBA** in continue from Hiest (Hyderabad Institute of Arts Science and Technology)

* **2008 – 2009**

Govt. Degree Collage Latifabad .Bachelor in Commerce (2nd Div)

* **2003 - 2004**

Govt , Girls Shah Latif Girls Collage, Intermediate (Pre-Med) Grade B,

* **2001 – 2002**

Govt , GirlsHigh School Matriculation.

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|  | ****ADDITIONAL EDUCATIONAL****  |

* Good Command in Microsoft office.
* Presentation making Skills.
* Manage Database & Making all Types of Records.
* Excellent knowledge of Excel & other specialist database tools & software.
* Computer literate with extensive IT knowledge.
* Experience of using a scanner and working with TIFF image files.
* Experience working with Sage systems. Enthusiastic, flexible and capable of working on own initiative.
* Comprehensive understanding of the Data Protection Act.
* Graphic design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

****PERSONAL****

Name Hina Urouje

Father Name Muneer Ahmed

Sex Female

Place/Date of Birth Hyderabad/ July13, 1989

Religion Islam

Marital Status Single

CNIC NO 41304-7792375-0

Nationality Pakistani