



# UROOJ AZIZ

Graphic Designer

## EXPERIENCE

### INTERNSHIP

#### PAKISTAN ENGINEERING COUNCIL

From JULY 2023 to DECEMBER 2023

### VIRTUAL ASSISTANT

2020-2022

- Successfully manage multiple administrative projects per week Communicate with the CEO and 4 managers to ensure the delivery of high-quality work.
- Served as a reliable and efficient Virtual Assistant too various client.
- Assist with developing and deploying communications, including newsletters, emails, and webinars.
- Worked with the highest level of professionalism among staff and clients.

### Graphic Designer

2018-2023

- Created designs, concepts, and sample layouts based on knowledge layout and esthetic design concepts.
- Prepared illustration and rough sketches of material, discussing them with clients, and making necessary change.
- Developed graphics and layouts for product illustrations, logos, and websites mirroring company brand style.
- Performed video and sound editing for diverse ads while ensuring high-quality media productions.

## Career Objective

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. I want to build a professional career by working with motivated and dedicated people in a very competitive and structured organizational environment.



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## LANGUAGE

- English
- Urdu

## EXPERTISE

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership

## EDUCATION

### • QUAID-E-AZAM UNIVERSITY ISLAMABAD

Bachelors in Statistics  
2019-2023

### • IMCG F-6/2 ISLAMABAD

Intermediate  
Completed in 2019

### • IMCG F-6/2 ISLAMABAD

Secondary Education

## SKILLS SUMMARY

Design Process  78 %

Project Management  81 %