

HAFIJ NAVED URREHMAN

Designer and Editor | Management | Office Assistant

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SUMMARY

Designer and Editor professional with over 3 years of experience in visual design and content editing, expert in CorelDRAW and WordPress. My key achievements include leading a website design project that significantly enhanced user engagement and satisfaction and revamping the layout and design of a quarterly publication, resulting in a 50% increase in readership and a 20% rise in ad revenue within the first year. Seeking a Designer and Editor position at your esteemed company, where I bring my visual design and content editing skills to support your mission of creating impactful and visually appealing content for your audience.

EXPERIENCE

Editor and Designer

CorelDRAW 03/2021 - 06/2024 Aligarh, U.P.

- In my role as a designer in a publication, I've created visually engaging layouts and graphics that enhance the reader experience. As an editor, I've polished content to ensure accuracy, coherence, and alignment with editorial standards.

Management and Instructor

Computer Coaching 07/2019 - 02/2021 Aligarh.

- I managed and instructed computer coaching programs, overseeing curriculum development and delivering engaging lessons. My role included mentoring students and ensuring effective learning outcomes through personalized support.

Office Assistant

School 11/2018 - 05/2019 Aligarh.

- As an office assistant, I handled administrative tasks such as scheduling, correspondence, and data management. I ensured smooth office operations and provided support to team members to maintain an efficient workflow.

PROJECTS

Website design for Client.

07/2023 - 07/2024 Aligarh, India

Lead WordPress Designer, responsible for conceptualizing and implementing a fresh, user-friendly design.

- Completed one year of experience designing and developing custom WordPress websites for private clients, specializing in theme customization, plugin integration, and responsive design, which enhanced user engagement and satisfaction

KEY ACHIEVEMENTS

- 30% User Engagement Increase**
"Revamped the layout and design of a quarterly publication, which led to a 50% increase in readership and a 20% rise in ad revenue within the first year."
- Management**
Successfully implemented a new training program that increased team productivity by 30% and improved employee satisfaction scores by 25% within the first year.

SKILLS

Canva	CorelDRAW	
Basic Computer Hardware	Google Ads	
Hindi Typing	Instagram Ads	
MS-Office	Tally	WordPress

CERTIFICATION

- Digital Marketing**
Provided by Digital Aligarh.
- Professional Diploma in Computer Application**
Pacific Computer & Educational Society.
- Building Drawing & Construction Supervision**
Polytechnic, Aligarh Muslim University.
- Hindi Typing**
Pacific Computer & Educational Society.

EDUCATION

- Bachelor's Degree in Computer Science**
Aligarh Muslim University
2019 - 2022 Aligarh, India
- Intermediate**
U. P. Borad
2015 - 2016 Aligarh, India