

FS

CONTACT

PHONE

0301-0615598

EMAIL

fdgamingcenter@gmail.com

LOCATION

Gujranwala, Pakistan

CORE SKILLS

Adobe Photoshop

Adobe Illustrator

CorelDRAW

InPage (Urdu Typing)

Microsoft Excel

Microsoft Word

MS PowerPoint

Data Entry & Management

LANGUAGES

Urdu (Native)

English (Intermediate)

Fahad Saleem

GRAPHIC DESIGNER | DATA ENTRY SPECIALIST | MS OFFICE EXPERT

PROFESSIONAL PROFILE

Creative and highly detail-oriented Graphic Designer and Data Entry Specialist with extensive expertise across Adobe Photoshop, Illustrator, CorelDRAW, InPage, and the Microsoft Office Suite. Proven track record of delivering high-quality visual assets, corporate branding materials, and highly accurate data management reports. Adept at transforming complex raw data into structured digital documents while executing clean, impactful layouts for print and digital media. Dedicated to professionalism, structural organization, and strict compliance with project deadlines.

PROFESSIONAL EXPERIENCE

Freelance Graphic Designer

Remote | Ongoing Projects

- **Social Media Post Design:** Conceptualized and designed aesthetically unified social media layouts for corporate clients to enhance brand presence and engagement.
- **Logo & Branding Design:** Produced bespoke vector corporate identities, custom logo layouts, and complete brand typography schemes using Adobe Illustrator and CorelDRAW.
- **Flyer & Brochure Design:** Formulated high-resolution multi-page brochures and advertising flyers tailored perfectly for commercial offset printing.

Data Entry Specialist & Document Manager

Independent Contractor | Gujranwala, Pakistan

- **Data Management & Quality Control:** Managed systemic data entry processes ensuring zero margins of error during manual information transfer and archiving.
- **Excel Reporting & Structuring:** Created sophisticated spreadsheet templates, tabular summaries, data validation structures, and analytical charts in MS Excel.
- **Bilingual Documentation:** Processed extensive professional document layouts across both English (MS Word) and Urdu (InPage) formats.
- **Internet Research:** Conducted comprehensive data mining and online research to collect accurate leads and verify multi-tier datasets.

EDUCATION

Matriculation (Matric)

Gujranwala Board, Pakistan