

MAHNOOR DAR

Customer Relations / Data Entry Operator

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PROFESSIONAL SUMMARY

Highly motivated and adaptable Bachelor of Science in Information Technology graduate seeking an opportunity at NMC Hospital within the **Data Entry**. Skilled in client communication, service excellence, administrative coordination, and team support, with the ability to manage inquiries, assist in marketing activities, and support HR operations efficiently. Strong technical background in IT systems, web development, digital communication, data entry, and graphic design using Adobe Creative Suite, Canva, and Microsoft Office. Known for a proactive approach, professionalism, and commitment to enhancing patient experience while contributing to organizational goals within a healthcare environment.

TECHNICAL SKILLS

- Programming: Java, XML
- Tools & Platforms: Adobe Illustrator, Photoshop, InDesign, Canva, Microsoft Office (Word, Excel, PowerPoint)
- Web & Digital: WordPress, Social Media Marketing, Meta Business Suite
- Core Skills: Data Entry, Problem Solving, Team Collaboration, Communication, Time Management

PROFESSIONAL EXPERIENCE

Graphics Designer/Digital Marketer/Customer Relations 2025 – Present

Expert Vacate Building Cleaning Services (LLC)

- Designed visual content using Photoshop, Illustrator, and Canva
- Managed social media content and ad campaigns (Facebook, Instagram)
- Handled daily customer inquiries via phone, email, and WhatsApp with timely and accurate support.
- Edited videos and reels for digital platforms
- Delivered branding solutions and client-ready designs on deadline

Graphics Designer/Digital Marketer 2025 – Present

Superior College Lalazar Campus

- Created graphics and layouts using Photoshop, Illustrator, and Canva
- Ran and optimized social media campaigns on Facebook and Instagram
- Monitored campaign metrics via Meta Business Suite
- Produced and edited short-form videos for digital use
- Developed brand assets and delivered final designs on time.

Graphic Designer 2025 – 2025 July

Digital 200

- Designed and developed creative graphics, including social media posts, banners, and advertisements for multiple clients across diverse industries.
- Created branding materials such as logos, brochures, flyers, and business cards to strengthen client brand identity.
- Utilized Adobe Photoshop, Illustrator, InDesign, and Canva to produce high-quality designs for both print and digital platforms.
- Managed multiple client projects simultaneously, ensuring timely delivery and consistent visual quality.

Graphic Designer**2024 – 2025****Capital Club World**

- Designed branding materials, marketing collateral, and digital assets to strengthen brand identity.
- Created engaging social media graphics, advertisements, and web visuals using Adobe Creative Suite & Canva.
- Developed layouts for print and digital platforms, including membership cards, websites, presentations, and email marketing.
- Collaborated with marketing teams to deliver creative solutions aligned with brand guidelines.
- Managed multiple design projects, ensuring high quality and timely delivery

Graphics Designer/Digital Marketer/Data Entry Operator**2023 – 2025****AS Community Hub(PVT.) Ltd.**

- Designed branding materials (flyers, letterheads, certificates, business cards, and logos) using Adobe Illustrator, Photoshop, and InDesign.
- Created engaging banners, advertisements, and social media graphics with Canva and Adobe Creative Suite.
- Managed print and digital design projects, ensuring brand consistency and improving marketing visibility.
- Accurately entered and updated high-volume data into ERP/CRM systems.
- Conducted data validation, error detection, and quality checks to maintain accuracy.

Graphic Designer (Remotely)**2023 – 2024****HSE Consultancy**

- Designed branding materials (flyers, letterheads, business cards, logos).
- Created banners, ads, and social media graphics.
- Managed print and digital design projects to boost brand visibility.

Graphic Designer (Remotely)**2023 – 2024****REC Consultancy**

- Designed branding materials including flyers, letterheads, business cards, and logos.
- Created high-quality banners, advertisements, and social media posts.
- Managed print and digital design projects to enhance brand visibility.

Graphic Designer**2021 – 2023****Fast Immigrants (PVT.) Ltd.**

- Designed and developed corporate branding materials.
- Created digital assets for both online and print marketing.

EDUCATION**Government College University, Faisalabad****2019 – 2023**

- Bachelor of Science in Information Technology

Aspire Group of Colleges, Gujranwala**2017 – 2019**

- Intermediate in Computer Science

CERTIFICATIONS**Digital's Flare****2019–2020**

- Graphic Design Certification

Digital's Flare**2022 – 2023**

- Digital Marketing Certification

Royal Solutions**2020**

- Wordpress Certification

LANGUAGES

- English (Fluent)
- Urdu (Fluent)

DECLARATION

"I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge."

SIGNATURE

MAHNOOR SABOOR DAR