

# BILLAL SAEED



Having been around 4 years professionally in the field of information Technology, I have excellent skills and experience in Advertising Designing, Print-work and Network Technologies. I hold good communication skills to support and deal with customers, especially in the field of IT. Being a quick learner and team player, it's not hard for me to be a part of any organization where I can apply my knowledge to the best of my ability.

## EDUCATION

Intermediate in Fine Arts – January 2006 Punjab Board - Pakistan

## ADDITIONAL SHORT COURSES

Graphic & Web Designing Computer Hardware  
3D MAX

## PROFESSIONAL SKILLS

Photoshop Indesign Illustrator  
Corel Draw Flash (Basic) 3D MAX (Basic)  
CSS/HTML Computer Hardware Microsoft Office

## LANGUAGES

English Urdu Punjabi

## HOBBIES

Playing The Guitar Singing Music  
Socializing Painting Long Drives

## PERSONAL DETAILS

Visa Status Nationality Single  
Transferable Pakistani  
Religion Valid UAE Driving License  
Islam

## EXPERIENCE

### GIM REAL ESTATE - BRANDING & ADVERTISING

**Advertising Designer**  
October 2008–present

My role in GIM as Advertising Designer included me to design press ads, brochures, leaflets and marketing materials for the Real Estate, Branding and Advertising department. I contribute ideas and design artwork to the overall brief. Finalize a wide range of promotional materials and photography. I also maintain and update the company's Real Estate Website on a monthly basis and take care of any IT related issues with the computers, printers, Etc...

### ELYSIAN REAL ESTATE

**Graphic Designer**  
July 2007–August 2008

My role in Elysian Real Estate was to maintain and update the Website, coordination for all marketing materials such as press ads, advertising and designing. I also took care of all IT related issues.

### ITX Computers

**IT Assistant**  
June 2006–July 2007

My role in ITX was to take care of all IT related issues, PC Trouble shooting, basic Data entry and Designing press ads, brochures, leaflets, Etc...

## CONTACT DETAILS

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\*\*For more details on my work please visit my website...