



MUHAMMAD UMAIR RAZA

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SUMMARY

A dedicated Information Technology student with around 2 years of experience in Graphic Design and a strong interest in Artificial Intelligence, modern AI tools, tech exploration, and emerging technologies. Experienced in using AI-based tools for research, content creation, marketing, and design work, with a focus on improving workflow efficiency and saving time through smart working methods.

Skilled in prompt writing and prompt-based working, with the ability to effectively communicate and utilize AI tools for better results. Completed a 1-year Diploma in Information Technology along with training in Graphic Designing and Digital Marketing. Strong knowledge of Adobe Photoshop, Illustrator, Canva, and Microsoft Office.

A motivated learner with problem-solving, communication, and time management skills, seeking opportunities to apply technical, creative, and AI-driven abilities in a professional environment while continuing to grow in the field of technology.

EDUCATION

Bachelor of Science in Information Technology	2025
• Quaid e Awam University of Engineering Science and Technology	<i>NawabShah/ pakistan</i>
HSC Intermediate - Pre Engineering	2023-2025
• Government Boys Degree collage NawabShah	<i>NawabShah/ pakistan</i>
SSC Matric - Science	2022-2023
• The Strong Base School System	<i>NawabShah/ pakistan</i>

WORK EXPERIENCE

Graphic Designer Social Media Manager	6 Months
Sindh Tech Solutions software House	
• Managed complete social media pages, including post uploading, scheduling, and daily content handling.	
• Designed logos, banners, and social media posts using Adobe Photoshop, Illustrator, and Canva.	
• Created and managed social media content to improve page activity, engagement, and overall online presence.	
Freelancing Graphic Design	
• Managed social media pages for a shop (freelancing work), including regular posting and content updates.	
• Designed and created social media posts, banners, and promotional content to advertise products and offers.	
• Maintained online presence and page activity by uploading engaging content and handling basic page management.	

CERTIFICATON

Diploma of Informaiton Technology 1 Year	1 year
• Shaheen Vocational Traning Institute NawabShah	<i>NawabShah/ pakistan</i>
Graphic Designing 2 Months	2 Months
• PITP / Quest NawabShah	<i>NawabShah/ pakistan</i>
Digital Marketing 2 Months	2 Months
• PITP / Quest NawabShah	<i>NawabShah/ pakistan</i>
Freelancing	12 weeks
• DigiSkills Training Program	<i>Online</i>

SKILLS

Basic IT Skills:	IT Support, Hardware Troubleshooting, System Integration, Windows/Linux OS Installation & Basics
Graphic Designing:	Adobe Photoshop, Illustrator, Canva, Logo Design, Banner Design, Social Media Posts, Content Creation
Programming:	C Language, C++, Python (Basic Level)
AI Tools & Prompting:	AI Tools Usage (Content Creation, Research, Productivity), Prompt Writing, AI-Based Workflow Optimization, Tech Exploration

PROJECTS

SOCIAL MEDIA MANAGERMENTS | POST DESIGN

- Sindh Tech Solution | <https://www.facebook.com/share/1791JqCUCZ/>
- Rabtech | <https://www.facebook.com/share/1ZnoNoMPyQ/>
- City of Knowledge institute | <https://www.facebook.com/share/177XHePftb/>
- Muhammad Saleh Memon Gun shop | <https://www.facebook.com/share/177XHePftb/>

Programming

- Library Management System | <https://github.com/UmairRaza21/Library-Management-System>

LANGUAGE

- English (Intermediate)
- Urdu (fluently)