

CURRICULUM VITAE

MOHAMED ZAFEER

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Nationality: Indian
Date of Birth: 07 March 1981
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CAREER OBJECTIVE

To obtain a challenging position as a Graphic Designer where I can utilize my creative expertise and production knowledge to contribute to organizational growth. Additionally open to opportunities as Office Administrator cum Stock Controller, leveraging my administrative and inventory management experience.

PROFESSIONAL SUMMARY

Creative and results-driven Graphic Designer with 15+ years of experience in branding, advertising, exhibition design, printing, publishing, and digital media across Qatar, UAE, and India.

Recently worked as a Graphic Designer handling Exhibition Branding with Vega Events Solutions, Qatar, delivering large-scale branding and event visuals.

Additionally, 7+ years of experience in Office Administration and Inventory Management, including tenure as Store Incharge in the Diabetics Department at Hamad General Hospital.

Strong expertise in creative direction, brand identity development, print production, digital campaigns, procurement handling, documentation control, and stock management systems.

PROFESSIONAL EXPERIENCE

— Vega Events Solutions | Doha, Qatar (Oct. – 2025- Feb. 2026) Graphic Designer – Branding Section (Exhibitions)

- Handled complete branding design for exhibitions and event spaces.
- Designed exhibition booth graphics, backdrops, roll-ups, stage branding, and event signage.
- Coordinated with production and fabrication teams for accurate execution.
- Prepared large-format print-ready files ensuring proper scaling and resolution.
- Managed brand consistency across event collaterals.
- Worked closely with clients to conceptualize and execute creative exhibition themes.

— Hamad General Hospital | Doha, Qatar (May 2021 – Sep-2025) Store Incharge – Diabetics Department

- Managed diabetic medical supply inventory and stock control.
- Maintained accurate stock records, usage reports, and reorder planning.
- Coordinated procurement and delivery across departments.
- Monitored safe storage practices and supplier returns.
- Forecasted stock requirements to prevent shortages.

— Design Creationz | Doha, Qatar (May 2015 – February 2021) Office Administrator & Graphic Designer

- Designed corporate branding materials, brochures, flyers, logos, and social media creatives.
- Managed office operations including procurement, billing, logistics, and staff coordination.
- Coordinated tender submissions and government documentation.
- Managed accounts receivable and client invoicing.
- Liaised between clients, vendors, and internal teams for project delivery.

- **Al Shagab Advantage Qatar | Doha, Qatar** (Nov. 2014 – March 2015)
Sales Accounts & Graphic Designer
 - Designed mall branding, car wraps, signage, and promotional materials.
 - Delivered print-ready artwork for corporate branding and advertising.
 - Coordinated client meetings and sales follow-ups

- **Zain Graphics & Designs | Kerala, India** (February 2013 – October 2014)
Business Development Manager & Graphic Designer
 - Managed printing operations and client branding solutions.
 - Designed newspaper ads, packaging, brochures, and flex printing.
 - Supervised production workflow and ensured quality output.

- **Guidance Management | Doha, Qatar** (June 2012 – February 2013)
Business Development Manager & Designer
 - Designed mall branding, car wraps, signage, and promotional materials.
 - Delivered print-ready artwork for corporate branding and advertising.
 - Coordinated client meetings and sales follow-ups

- **Colours Advertising | Dubai, U.A.E** (August 2008 – March 2012)
Sales Accounts & Graphic Designer
 - Designed luxury branding materials for international brands.
 - Created brochures, packaging, calendars, and print ads.
 - Ensured high-quality finalization for print production.

- **Resolution Graphic Center, | Sharjah - U.A.E** (November 2006 – July 2008)
Proprietor & Graphic Designer
 - Operated large-format printers and vinyl cutting machines.
 - Produced outdoor banners, pop-ups, and event signage.
 - Ensured timely project delivery with quality standards.

- **Pantone Digital Advertising | Dubai - U.A.E** (September 2005 – October 2006)
Business Development Manager & Designer
 - Designed business cards, brochures, banners, and exhibition graphics.
 - Assisted in digital and print campaign execution

TECHNICAL SKILLS

Graphic Design & Creative

Adobe Photoshop
 Adobe Illustrator
 Adobe InDesign
 CorelDraw
 Page Maker & Adobe Flash

Printing & Production

Digital Printing
 Flexographic Printing
 Large Format Printing
 Vinyl Plotting
 Pre-Press Finalization

Office & Administration

Microsoft Office 365
 MS Outlook
 Documentation & Filing Systems
 Procurement Handling
 Stock Control & Inventory Systems

Digital Skills

Social Media Advertising
 (Facebook, Instagram, Google Ads)
 Basic CMS Knowledge
 SEO Understanding

EDUCATION

Master of Arts (MA) in Arabic

Mahatma Gandhi (MG) University – 2005

Bachelor of Arts (BA) in Arabic

Mahatma Gandhi (MG) University – 2002

Post Graduate Diploma in Computer Applications

(PGDCA) LCC - Marine Drive - Ernakulam

LANGUAGES

English – Fluent

Arabic – Fluent

Hindi – Fluent

Malayalam – Native

Basic Tamil

KEY COMPETENCIES

Graphic Design & Branding
Corporate Identity Development
Print & Digital Media Design
Inventory Management
Office Administration
Procurement & Supplier Coordination
Project Coordination
Client Communication
Layout & Production Finalization
Multitasking & Deadline Management
Problem Solving
Multilingual Communications

KEY STRENGTH

- ✓ Corporate Branding
- ✓ Event & Exhibition Graphics
- ✓ Large Format Printing
- ✓ Fabrication Coordination
- ✓ Print Production Supervision
- ✓ Digital & Social Media Design
- ✓ Inventory & Administrative Management

I am eager to contribute my creative expertise and professional discipline to a team that values innovative design. I welcome the opportunity to further discuss how I can support your upcoming projects.

Thank you for considering my application



Sincerely,
Mohamed Zafeer