



# SWAIBA NAVEEN

SENIOR GRAPHIC DESIGNER

## CONTACT

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## PORTFOLIO

swaibanaveen.cognitojs.com

## TEAM SKILLS

- Client Handling
- Team Communication
- Presentation
- Feedback Management
- Negotiation
- Conflict Resolution
- Active Listening

## LANGUAGES

- English (Fluent)
- Urdu (Fluent)
- Punjabi



## PROFILE

I'm Swaiba Naveen, a Graphic Designer and freelancer with over 6 years of experience in design and branding. I've worked across industries like software and immigration, delivering successful projects for clients worldwide. With strong skills in Photoshop, Canva, and Illustrator, I bring a keen eye for detail and a solid grasp of modern design trends. I'm known for creating impactful visuals, from digital content to full brand identities.



## WORK EXPERIENCE

### Cognitojs Private Limited

2019 - PRESENT

Senior Graphic Designer

- Led the design and execution of branding materials, marketing assets, and UI elements for web and mobile platforms.
- Developed logos and complete brand identity systems tailored to client and company objectives.
- Designed engaging content for social media, email campaigns, and digital advertising.

### ScriptExp Private Limited

2024 - PRESENT

Graphic Designer

- Developed logos and complete brand identity systems for various clients and in-house projects.
- Collaborated with cross-functional teams to deliver creative solutions aligned with business goals.
- Managed multiple design projects under tight deadlines while maintaining high-quality standards.

### OZ Career Gurus

2022 - 2023

Social Media Content Creator

- Produced print materials such as brochures, flyers, posters, and packaging designs.
- Researched design trends and competitor visuals to keep brand aesthetics fresh and relevant.



## EDUCATION

### Intermediate

2021 - 2023

Computer Sciences

### Higher Studies

2023 - PRESENT

Chartered Accountancy (CA)

## INTERESTS

- Play indoor games
- Sketching
- Try digital art
- Painting
- Badminton



## SKILLS

### Communication

### Graphic Softwares

Adobe Photoshop | Adobe ILLUstrator | Adobe Indesign | Canva | Power Point | Figma | Photo Pea.

### Framework Tools

YouTrack | Jira | Slack

### Technical Skills

MS office | Canva Pro | Social Media

### Artificial Intelligence

Toolszen | Freepik | Unblast | Adobe Stock | Dafont | Clideo

### Freelancing Platforms

Upwork | Fiverr | Dribbble | Pinterest | Linkdin | Design Crowd | Behance | Freelancer | Indeed | 99 Designs



## CERTIFICATIONS

### Experience Letter

OZ Career Gurus

Responsible for designing webinar posters and handling all graphic design requirements for the company. My role included creating engaging visuals for promotions, ensuring consistency across branding materials.

### Experience Letter

Script Exp

Managed client projects and provided complete support for graphic design and video editing. This included developing visual content, editing videos, and assisting with creative direction based on client needs.