



KAREEM STENGLEIN

Summary

Skilled in using design tools such as Adobe Photoshop, Illustrator, and InDesign to create engaging graphics, Proficient in Microsoft Office Suite, data entry, and document preparation, with a focus on clear communication and workplace accessibility.

Skill Highlights

- Graphic Design
- Organisation
- Data Entry/
Record keeping
- Task adaptation

Work Experience

HR assistant at Capgemini. HR Assistant.2023

- Managed employee records and compliance paperwork, ensuring accessibility and clarity.
- Maintained and updated HR databases.
- Verified and corrected errors in data to ensure accuracy
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Marriot Offices. DIFC 2024.

- Assist in creating graphics and posters.
- Support the design team with editing and formatting tasks.
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Education

MYMAXIMUS 2024 UNIVERSITY HIGHER DIPLOMA
OTHM(LEVEL 3)
MYMAXIMUS Certified in Graphic Design

Career Statement

Graphic Designing

Contact

Address:

Dubai

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Qualifications

Certifications

Training & Skills

Computer Literate

Microsoft 365

Typing

Excellent

POD Status

-

Languages

English

-

Accommodations

-

Others

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