

# Abdul Moqtadeer Mohammed

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Portfolio: <https://magraphicz.com/>

## Career Summary

Dynamic Digital Operations Lead and Computer Science Engineer with 5+ years of experience across digital marketing, IT administration, UI/UX design, flutter development and web development.

Currently managing **Microsoft 365 Admin Center** and **Microsoft Entra ID** for **secure identity and access management**, while **leading digital marketing** and **WordPress web operations** at Junoxen Pvt. Ltd.

Proficient in strategizing and executing marketing campaigns, designing intuitive digital experiences, and managing technical infrastructure to ensure operational excellence.

Adept at bridging the gap between technology and creativity, supervising cross-functional teams, and delivering innovative solutions that drive business growth.

## Key Skills

- **Technical Skills:** Microsoft 365 Admin, Entra ID, WordPress Management, CRM tools, Cloud tools like AWS and Azure
- **UI/UX Design:** Figma, Adobe XD, Adobe Illustrator, Photoshop, InDesign
- **Digital Marketing:** Organic Growth (SEO, Blog Posting, Content Writing, Email Marketing), Paid Growth (Google & Meta Ads)
- **Research & Testing:** User Research, Usability Testing, A/B Testing
- **Development Skills:** Flutter (Dart), SQLite, MySQL
- **Data Analytics:** Power BI
- **Collaboration & Tools:** Agile Development, Cross-functional Team Collaboration, Microsoft Office (Word, Excel, PowerPoint)

## Professional Experience

### Digital Operations and IT Officer | Junoxen Pvt. Ltd. | Hyderabad, India | Feb. 2025 – May 2025

My primary responsibilities included:

- Manage and administer Microsoft 365 Admin Center, overseeing user accounts, licenses, security settings, and compliance policies across the organization.
- Administer identity and access management through Microsoft Entra ID, ensuring secure authentication protocols, role-based access control (RBAC), and streamlined user provisioning.
- Lead digital marketing initiatives for Junoxen and client projects, developing and executing campaigns aligned with strategic business objectives.
- Create, manage, and maintain multiple WordPress websites, ensuring website security, performance optimization, plugin management, and content accuracy.
- Design and implement SEO strategies, social media campaigns, and email marketing initiatives to drive brand visibility and lead generation.
- Supervise a cross-functional team to ensure operational efficiency, accountability, and timely delivery of marketing, design, and IT support tasks.
- Develop technical documentation, SOPs, and training materials for internal users to enhance understanding of IT and digital tools.
- Bridge technical operations and digital strategy, ensuring seamless integration of marketing technologies and IT infrastructure to support business growth.

### **Freelance Designer | VA Design Square | Hyderabad, India | Oct. 2024 – Feb. 2025**

My primary responsibilities included:

- Designed visually compelling brochure for Andhra Pradesh government to present at World Economic Forum (WEF).
- Led social media posts design to promote the participation of Andhra Pradesh Government in the World Economic Forum (WEF).
- Designed a Presentation deck for Andhra Pradesh Government in collaboration with TAMADA Media to promote the tourism culture of Andhra Pradesh.

### **Product Designer | King Discounts | Doha, Qatar | Feb. 2024 – Sept. 2024**

My primary responsibilities included:

- Spearheaded the design of user interfaces and experiences for mobile applications, enhancing the overall user journey.
- Collaborated with lead developers to create custom widgets using Flutter – Dart, optimizing UI components.
- Designed and developed responsive, user-friendly websites that increased accessibility and online engagement.
- Created engaging social media graphics and promotional materials, enhancing brand visibility and user interaction.
- Installed, configured, and maintained hardware components such as desktops, laptops, printers, and servers.

### **UX Designer | National Institute of Urban Management | Hyderabad, India | Oct. 2022 – Feb. 2024**

My key responsibilities included:

- Developed UI/UX designs for state government web applications and dashboards, improving data visualization and usability.
- Designed visually compelling annual reports that communicated key data effectively to government stakeholders.
- Led video editing projects for podcasts, enhancing audio-visual elements for audience engagement.
- Crafted presentations and event materials, ensuring branding consistency and clear communication
- Installed, configured, and maintained hardware components such as desktops, laptops, printers, and servers.

### **Founder, Creative Director & Flutter App Developer | MA Graphicz ~since 2019**

- Founded MA Graphicz, a creative agency offering branding, design, website development, and mobile app development services to a diverse international client base.
- Led and executed branding, design, and development projects across construction, food, and utility sectors, delivering customized creative and technical solutions.

Key Projects:

- **Khaled Al-Farhan General Construction Establishment** (Saudi Arabia):  
Developed complete brand identity including logo, business cards, letterhead, and website UI/UX design.
- **Zawa Foods** (India):  
Designed the company logo, premium packaging for dry fruits, and the company website; ongoing collaboration for brand development and marketing support.
- **#perCapita** (India, Water Board Sector):  
Created corporate videos, designed professional reports, and produced illustrations to support awareness campaigns and projects.
- **Equipment Rental Management System:**  
Designing and developing a custom offline rental management application using **Flutter** and **SQLite** for a client, supporting equipment inventory, rentals, and returns tracking.

**Skills Used:** Branding, Graphic Design, UI/UX Design, Website Design, Packaging Design, Video Editing, Flutter App Development, SQLite Database Management, Client Management, and Project Coordination

## Education

Bachelor of Technology in Computer Science and Engineering  
Vivekananda Institute of Technology and Science, Karimnagar, Telangana, India

## Certifications

- **Google UX Design Certificate**
- **Certified in Cybersecurity (ISC²) Course Completion**
- **Microsoft Azure Fundamentals**
- **AI Dashboards using Microsoft Power BI by Skill Nation**
- **CCNA by SimpliLearn**
- **Flutter App Development by App Brew**

## Personal Information

Nationality: Indian  
Languages: English, Urdu, Hindi, Telugu

## Key Achievements

- Led the design of government web dashboards, improving operational efficiency and data access for users.
- Developed branding materials for over 50 companies, strengthening their market presence through cohesive design strategies.
- Streamlined identity management by integrating Entra ID policies across Microsoft services, enhancing organizational security posture.
- Increased website performance scores across multiple projects by implementing security hardening, caching strategies, and SEO best practices.

## Declaration

I hereby declare that all the information provided above is true to the best of my knowledge and belief.

**Abdul Moqtadeer Mohammed**