**Date of Birth:**30/06/1988

**Nationality:** Indian

**`**

**OBJECTIVE:**

Accurate, thorough, and persistent individual seeking any **Suitable** position Bringing exceptional communication, secretarial, and problem solving skills to bring a positive change in the existing office procedures. An effective communicator with excellent relationship building & interpersonal skills, proactive and perform best in challenging situations.

**PROFESSIONAL STRENTH:**

* Self Motivated
* Hard working
* Strategic Thinker
* Excellent in communication skills

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| --- |
|  |
| **Computer Expertise**Operating System**:** Microsoft XP Professional -Window7,8 & **Mac** as well.**Successfully Diploma in Computer Applications.*** MS Word
* MS Excel
* MS Power point
* MS Outlook
* PDF Creator

Internet Applications & other system operations  |

**Applications**

* Adobe Illustrator CS3 &CC
* Adobe Photoshop CC
* 3D Studio Max 2009,2010 & 2012
* Vray2009,Vary2012
* CAD 2012

 **Work Experience**

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| --- |
| At work ….. 2009 to 2014 |

Company Name :  **Extract Point Graphics (INDORE)**

Position:POST OF GRAPHICS DESIGNER

Duration : 2012 to 2014

Company Name :  **R.K Graphics (INDORE)**

Position:POST OF GRAPHICS DESIGNER

Duration : 2010 to 2011

**Job Description:**

* Magazine Page Designing
* Photo Finishing and Retouching
* Making Effect full design
* Creating art work
* Creating logo in illustrator
* Creating art work for events company
* Crating design for news paper
* Creating Design in AutoCAD
* Making Design
* Website Updating (CMS)

Company Name:  **Bhatia International ltd. Indore (India)**

Position : Office Assistant

Duration : 2009 to 2010

**Responsibilities**

* prepare and mail out invoices daily
* organize and track purchase orders
* assist with processing payments
* handle delivery queries
* send out email marketing campaigns
* receive and assist customers and visitors
* prepare correspondence, memos and quotes
* create and maintain customer databases

**EDUCATIONAL BACKGROUND**:

10+2(Commerce)-MLV high school Bhilwara

**Graduation**: B.Com- S.M.M Govt Girls College Bhilwara( Raj)India

**Personal Skills**

* organization and planning skills
* work management and prioritizing skills
* verbal and written communication skills
* problem solving ability
* attention to detail
* accuracy
* flexibility
* reliability
* teamwork

**PERSONAL INFORMATION:**

Place of Issue: Bhopal

Languages: Hindi, English

Marital Status: Married