**Curriculum Vitae**

 Mohan

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**OBJECTIVE**

15+ years of experience in desktop publishing, prepress production related activities since 2006, I have been working with leading typesetting firms in India. My technical skills include QuarkXpress, In Design, PowerMath, Inmath, Mathtype, Template creation in MS-Office Applications.

**SKILL PROFILE:**

* Track record of increasing responsibility, in project analysis, development, and full cycle project management.
* Capacity to give innovative ideas that drive awareness and increase exposure, strengthen the relationships.
* Hands on experience leading all stage of the project management, including requirements definition, design and technical support.
* Adopt effective technical/business specifications.
* Having pro-active communication skills to handle the client in crisis situation.
* Keen knowledge in decision-making and problem solving in crisis situation.

**SOFTWARE PROFILE:**

Operating System : **Apple Mac OS, Windows 98, XP, Vista, Linux.**

Software : **QuarkXpress 4.1, and 6.5, Power math, Math Type,**

**Adobe InDesign CS2, CS3, CS4, PowerMath, Inmath.**

**Adobe Acrobat 5.0, 6.0, and 7.0. MS Office.**

**TECHNICAL SKILLS:**

* Quark & Indesign Template creation.
* Typesetting Sample creation.
* Quark & Indesign Power math super set creation.
* Quark, Indesign CS2-CS4 and Frame maker typesetting.
* Indesign Inmath style creation.
* Taking Typesetting and Technical Class.

**WORKING EXPERIENCE WITH COMPANIES**

Handled a Production Team of Structuring, E-mail Communication with Clients, Maintaining and presenting Production and quality reports on daily and monthly basis to our higher authorities, Conducting QIR, Team Review Meet, doing Pre & Post Launch Meet. And also, additionally handled Copyediting Team and Technical Editing.

Conference calls on weekly basis, Overseeing projects with respect to Resource Deployment, Quality Compliance, and Productivity Improvement & Manpower planning to ensure timely execution of projects, Handle employee lifecycle from interviewing & selecting

Company that provides composition and data conversion services and Solutions to content rich business verticals.

**ACADEMIC PROFILE:**

Xth STD

**LANGUAGE PROFICIENCY:**

Tamil – Read, Write and Speak

English – Read, Write and Speak

**NOTICE: Immediate Joning**

**PERSONAL PROFILE:**

Date of Birth : 25-11-1978

SIGNATURE