**RESUME**

**Eashan**

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#### **Objective**

To work and try to give my level best by doing my job honestly.

#### **key skills**

* Good Command over Communication both Verbal and Personal
* Quick learner and adaptive the new environment.
* Confident and Hardworking.
* Analytical Thinking.
* Problem analysis, Use of judgment and ability to solve problems efficiently.
* Tolerant and flexible to different situations

**Academic Qualifications:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree** | **Year** | **University** | **Institute** | **Subjects** | **Marks** |
| BMM (SEM VI) | 2011 | Mumbai University | Tilak College,Vashi | Specialization in Advertising | 64.00% |
| XII (HSC) | 2008 | Maharashtra State Board | S.D.V. Junior College | Commerce | 58.67% |
| X (SSC) | 2006 | Maharashtra State Board | St .Augustins High School., Vashi | \_ | 55.20% |

**Computer literate:**

* **Good knowledge of**

 Adobe Photoshop (CS3 , CS5 & CS6)

 Corel Draw (X5)

 In-design

 Illustrator

 Microsoft package (MS Word, MS Excel, Power point)

 Visual Fox PRO

 JDA (SPACE PLANING & FLOOR PLANING)

* **Typing speed: 70 to 80 wpm.**

**Experience:**

1. Currently Working at **Arak International CO. LLC** Dubai UAE as a **Graphic Designer / Administration** as of 1st December 2014 to till Date.

**Description:**

* Prepare order (Indenting Work ) for the orders received by sales person
* Editing the Patterns & Designs of the ready made garments sketches as per the Sales executive info.
* Designing logo and product design for the client as per there requirement.
* Package design as per client requirement (Polybag Design, Box Design, labels, Flask Design, Hang Tag)
* Maintaining the record and files of confidential data of the company.
* Preparing the letter for the customer about the payment and official work.
* Preparing the Visa for the Sales person.
* Maintain the email and Work Documents.
* Maintain the list of Buyers and Suppliers.
* Prepare the Invoice on behalf of the Suppliers
* Preparing all documents required for clearing the shipment and tracking all the shipment status.
1. Worked with the **Accenture Pvt. Ltd.** as a **Plano developer (Merchandiser)** from **11 July 2013 to 30 November 2014** .

**Description:**

* Worked in software called JDA (Designing software for Plano Merchandiser).
* Designing the Space Planning (Shelf / Plano ) as per the client perspective.
* As per Client instruction placement of product and designing of the Plano is been done.
* As per client requirement have to merchandise the Plano i.e. Product placement and designing as per brand and category.
1. Worked with **Reliance BPO** as a **Customer Service Associate** in back office Since 7th months from **25th September 2012 to 25th April 2013**.

**Description:**

* Worked in MS Excel handled customers request of surrendering the Policy.
* Worked in the software Easy CRM & Life Asia.
* Used to pull out data from online portal and verify the customer document to surrender the insurance policy.
* Once verification is complete same has to be updated in the portal and excel sheet.

1. Worked with **Radiant Hospitality services** as an **Administrative Executive / Data Entry Operator** for 1Year as of from **9th June 2011 to 30th June 2012**

**Description:**

* Worked in MS word , Excel and power point.
* Handled team of 80 people by keeping records of their daily attendance, tracked the daily work which they do.
* Prepare MIS report on daily bases also the power point presentation for the same.
* Also used to prepare monthly attendance report for the monthly billing cycle as per client requirement.

**Hobbies and Interest:**

Reading, Watching Movies, Listening Music, playing football, exercise regular.

**Biological Data:**

## Date of Birth : 13-06-1988

# Sex : Male

Marital Status : Unmarried

Nationality : Indian

Religion/Caste : Hindu

Languages Known : English, Hindi, Marathi and Tulu.

**Passport Details**:

Date of Issue : 17 / 11 /2011

Date of Expiry : 16 / 11 / 2021

Visa Status : Employment

**Declaration**

I do hereby declare that what is stated above are all true to the best of my knowledge and belief.