***Resume***

**RAZAK**

**RAZAK.363795@2freemail.com**

**OBJECTIVE**

**To be a talented, skilled, and qualified professional, ready to take up challenges looking forward to work with a reputed firm in the Printing industry which will best utilize my abilities by virtue of which I can enhance my professional growth.**

**Strength and Summary**

**I am** **Goal Oriented, Comprehensive Problem Solving Skills, Well organized,**

**Proactive, rarely discouraged, Inter personal Skills with excellent Co-ordination capacity and believe that nothing is impossible. Work Pressure is fuel for me.**

**Role Summary**

**Graphic Designer**

**Production coordinator**

**Sales**

**Office Automation**

**CTP Operator**

**Professional Genesis**

**Master Printing Press LLC -Dubai**

**Designation:** **Senior CTP Operator**

***Duties and Responsibilities:***

* **CTP Operating**
* **production coordinator**
* **Designing as per the client require**
* **Correcting the file for printing**
* **Sales Executive**
* **Quality checking in printing and Packaging jobs**

Page 1 of 3

**Processing Machines and Application Knowledge**

* Adobe Package(Illustrator, Photoshop and indesign)
* Separation of color job,
* Kodak Trendsetter 400III Quantum (Ctp)
* Presstek Dimension Pro 800 and 400
* All Kind of Window Operating Systems and Macintosh

**Other Skills**

* Problem Finding and Solve errors all kind of printing and Packaging files.
* Skills in File Correction .
* Ability to work under Pressure.

**Personal interests/information**

I am keen to learn new skills. Because I have a detailed know ledge of computer systems and networks and their underlying technologies, I can quickly learn new technologies and keep pace with advances in the field.

**Interests and activities**

Travel

Learning New Things

Listening Music

Playing Cricket, Football

Watching Movies

**Skills and Qualities**

Ability to work independently with minimum supervision.

Good ability in handling customer.

Very much stable and not a frequent jumper.

A high degree of confidentiality.

Willingness to work in team.

Enthusiastic to learn

Very loyal, Competent, Obedient and more over very flexible and fast fitting personality. Willing to know better, open to new changes and development in the industry

Page 2 of 3

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|  |  | **PERSONAL PROFILE** |
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| **DATE OF BIRTH** | **:** | 12th Oct 1993 |
| **MARITAL STATUS** | **:** | Single |
| **NATIONALITY** | **:** | Indian |
| **LANGUAGE** | **:** | English, Hindi, Malayalam & Tamil |

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**DECLARATION:**

I hereby declare that the above information given by me is true to the best of my knowledge.

Page 3 of 3