***CURRICULUM VITAE***

**SHAFIQUE**



E-Mail: shafique.369682@2freemail.com

**Post Applied for Graphics Designer/Technical Paginator**



**CAREER OBJECTIVE**

* To seeking a challenging position in a progressive company to the growth at the company with my experience and contribution to the growth at the company with my knowledge, dedication

& positive effects.



**PROFESSIONAL EXPERIENCE**

* 1 Year worked 6 months as a Profile **“DTP Operator”** DALMIA SONS (Bihar).
* 2 Years worked as a **“Graphic Designer”** in KAWISH CONSULTANCY (Bihar).
* 1 Year worked as a **“Technical Paginator”** in CueLearn Pvt. Ltd. (New Delhi). Current Working in **CueMath Pvt. Ltd.** (Bangalore).

***Key Work Areas:***

* + Typing test papers and finalizing for printing.
	+ Keep Documents as per Client needed and Shows on time.
	+ Design for book publish.
	+ Managing result assessment scanning process for multiple clients.
	+ Maintains and manages all important documents.

***Company’s Profile*:**

* Cue Learn is a company led by IIT and IIM alumni which creates innovative technology-enabled learning solutions.
* **CUEMATH PVT. LTD. (22th December 2014 to Present). (Bangalore)**

**Title: “Graphics Designer cum Technical Paginator”**



**TECHNICAL SKILLS**

* **Software Applications:** Adobe Photoshop, Adobe InDesign, Adobe PageMaker 7.0, AdobeIllustrator, Microsoft Word, Microsoft Excel and Microsoft Power Point, Corel Draw, Tally 9.0, Basic Adobe Illustrator, Adobe InDesign, Math type,

 **Typing Knowledge** : **English** - 50 W.P.M. and Basic Hindi typing.

**JOB SKILLS**

* Using DTP software to produce a layout for each page of the publication.
* To prepare Study Materials, Test Papers, DPP of Physics, Chemistry and Mathematics.
* Works of Documentation.



**PROFESSIONAL QUALIFICATION**

***Diploma in Computer Application (D.C.A) from Creative Computer Centre (CCE), Gaya***

***(with ‘A’ grade)***

***C.P.C.A Course (Certified Professional Computer Accountant) from N.I.F.A (National Institute of***

***Finance & Accounts) Gaya (with ‘A’ grade).***

* Fundamental of computer, Data Entry.
* Use of Tally,
* Internet Browsing & E-mail, Multimedia concepts, Use and Maintenance of PC & other related equipments.



**EDUCATIONAL QUALIFICATION**

* 10th Passed from Bihar Board Patna in 2006.
* 10+2 Passed from Bihar Inter Council Board Patna in 2008.
* B.Sc In Chemistry (Hons.) from Magadh University Bodhgaya in 2011.



**PASSPORT DETAILS**

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|  |  |  |  |  |  |
|  | Nationality | : | Indian |  |  |
|  | Place of Birth | : | Gaya (Bihar) |  |  |
|  | Place of Issue | : | Patna |  |  |
|  | Date of Issue | : | 06-06-2013 | Date of Expiry : | 05-06-2023 |
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| **PERSONAL DETAILS** |  |  |
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| Date of Birth | : | 15 Dec 1991 |
| Religion | : | Islam |
| Marital Status | : | Single |
| Language known | : | English, Hindi, Urdu and Arabic. |
| **Date : ......................** |  | **(*Md. Shafique*)** |