

#### Info

Date / Place of Birth 17 / 03/ 1995

Mangaluru

Nationality Indian

### Skills

Color Sense Leaderships Skills Creativity

Communication Skills



Typography

Delivering Presentations Good Time Management

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Technology



Planning Proofreading Teamwork

VENISSA

Digital Graphic Designer cum Admin

## Profile

Seeking to work in an environment that will challenge me further; while alowing me to contribute to the continued growth and success of the organization. Obtaining a position that wil provide me the ability to work & experience to a growing industry. Looking forward to working with a company that promotes quality products and services; and provides me with the opportunity to meet and exced assig ned goals.

### Employment History

##### Graphic Designer (Freelances), Emirates Environmental Group (EEG)

Aug 2019 - Sep 2oi 9 e umeirah, Dubai

##### Graphic Designer (Freelances), Winners Equestrain Club

Feb 2019 - Mar 2oi 9 e Ai Rashidiya, Dubai

##### Graphic Designer (Freelances), Team Reddot

Sep 2018 - Out 2oi 8 e ELT, Dubai

Graphic Designer cum Admin, Studio Imago Creative Services Pvt.Ltd Apr 2016 - Aug 201 e Mangaluru, India

* Study design briefs and determine requirements.
* Conceptualize visuals based on requirements.
* Prepare rough drafts and present ideas.
* Develop illustrations, logos and other designs using software.
* Use the appropriate colors and layouts for each graphic.
* Work with copywriters and creative director to produce final design.
* Amend designs after feedback.
* Ensure final graphics and layouts are visually appealing and on-brand.
* Answering and directing phone calls to relevant staff.
* Scheduling meetings and appointments.
* Taking notes and minutes in meetings.
* Ordering and taking stock of office supplies.
* Preparing documents for meetings.
* Processing and directing mails.

Intern (Web Designer), Tecprosoft Pvt.Ltd Oct 2014 - Apr 20i s e Mangaluru, India

# Hobbies

Cooking, Dancing, Acting, Listening Music

#### Languages

English

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# Education

ADVANCED DIPLOMA IN GRAPHICS & WEB DESIGNING

Indian Computer Academy

Apr 2015 - Al 2s 6 e Mangal uru, India

BACHELOR OF COMPUTER APPLICATIONS

St.Agnes College, (Autonomous)

June 2012 - Al 2s e Mangaluru, India

Hindi

Kannada

*q*q PRE - UNIVERSITY

St.Agnes College

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Konkani

Software Skills

Adobe Photoshop

Adobe Illustrator



Adobe Indesign

Corel Draw

Microsoft Office



Programming Skills

HTML

###### CSS

Javascript

Jquery

## Database

SQL

J ne 2010 - Al 2s 2 e Mangal uru, India

SCHOOLING (SSLC)

Nitya Sahaya Matha High School

J ne 2009 - Al 2s e Mangal uru, India

# Courses

##### DIGITAL MARKETING

Udemy (online)

# Details

Passport Expiry: 28 September 2025 Sex: Female

Marital Status: Single

Personal Contact : venissa-397183@2freemail.com

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686

References

References available on Request.