

RESUME

MANOJ KUMAR

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Career Objective: To work in an innovative and creative Industry, thereby bringing personal contentment and growth, while contributing to the expansion and progress of the organisation.

EXPRESS KCS PVT. LTD, Gurgaon

(02 August 2007 till date)

Designation: Senior Graphic Designer (Layout & Pre-Media)

Job Profile: Pagination, Template Design/Layout Design, Finalize and Proof pages, Pre-flight, Pre-press jobs, Magazines, Newspapers Ads as client spec., and Client services.

CYBER MEDIA (INDIA) LTD., Gurgaon

(05 Feb. 2007 to 31 July, 2007)

Designation: Desktop Specialist (CMS)

Job Profile: Layout Design, Pagination with Clint spec., Create Samples, Template, Typesetting of Journals, Medical Books, Travels Books, Science & Maths Books work.

TECHBOOKS INTERNATIONAL PVT. LTD., New Delhi

(02 March 2006 to 04 Feb. 2007)

Designation: Senior In-Design Operator (EPG 3)

Job Profile: Responsible for Typesetting of Journals and College Books, Layout Design, Pagination, XML Tagging, DTD workflow, Proof Correction, Uploading files, Job with Spec.

STERLING PUBLISHERS, PVT. LTD, New Delhi

(04 Aug. 2002 to 08 Feb. 2006)

Designation: Senior DTP Operator (PRE-PRESS)

Job Profile: Pagination, Layout Design & Adds, Typesetting Books works, Annual Reports, Touching Images, and all Pre-Press jobs, CTP Outputs, visit in Presses, And Good Co-ordinator.

Media Publishing : Adobe InDesign, QuarkXPress, Adobe PageMaker
Vector Graphics : Adobe Illustrator, Corel Draw
Image Processing : Adobe Photoshop
Application Software : MS Office
Operating Systems : MS Windows, MAC OS

EDUCATION QUALIFICATION :

Degree : Bachelor of Arts.
University : Magadh University
Computer Education : Multimedida
Institute : ET&T, Delhi

PERSONAL MEMORANDAM

Date of Birth : 12th August, 1982
Father's Name : D.S. Mehto
Marital Status : Married
Hobbies : Painting & Traveling

(MANOJ KUMAR)