**RESUME**

**Name**  : **NIMITHA NAIR A**

**Email id** : [nimitha.nair4@gmail.com](mailto:nimitha.nair4@gmail.com)

**Mobile No** : 8088926397

**Portfolio :** https://nimmisportfolio.my.canva.site/

**objective**

Dynamic and innovative professional with 3 + years of experience in several simultaneous creative content and design projects providing original, creative and compelling designs and 2 + years of experience in handling all the data processing activities including data entry, data validation, data cleansing, data presentation.

**SUMMARY**

* Experience in Graphic Design, Content upload, Data processing, Data entry, Quality control, documentation and proposal making.
* Develop illustrations, logos and other designs using software.
* Excellent computer, data entry, Quality check and design skills.
* Working knowledge of Adobe Illustrator, InDesign, CorelDraw, Photoshop, Google slide, Power point presentation, MS Office, SQL, Advanced Excel.
* Ability to take initiative and adapt to all types of work environment.
* Skilled in communicating with colleagues, higher officials, and customers clearly through written and verbal communications.

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| --- | --- | --- | --- |
| **Course** | **Duration** | **College / Institute** | **Division** |
| MCA | 2009 – 2012 | IT Education Centre Kasaragod, Kannur University, Kerala | 67 % |
| BSc | 2006 – 2009 | Govt. College Kasaragod, Kannur University, Kerala | 71 % |
| PLUS TWO | 2006 | H S E Kerala Board | 78 % |
| SSLC | 2004 | Kerala Board | 77% |

**ACADEMIC QUALIFICATION**

**TECHNICAL SKILLS**

Operating System : Windows 7, Windows 10, Linux, Windows XP

Skills : Adobe Illustrator, InDesign, Photoshop, CorelDraw, MS Office, SQL, Advanced Excel, VBA, HTML, CSS.

**Professional experience**

I. **Proposal Designer**

JMR Infotech Pvt. Ltd, Bangalore

April 2023 – Present

**Job Roles**

* Making Business proposals for Pre sales.
* Conceptualize proposal graphics and create/edit high-end graphics.
* Quality reviews to ensure latest graphics are included in the proposal.
* Responsible for learning Product for Demos to clients.

II. **DTP Designer and Data processing**

BYJU’S The Learning APP, Bangalore

September 2019 – January 2023

**Job Roles**

Data Processing, Designs and Content upload for K12 learning app which offers highly adaptive,

engaging and effective learning programs.

**Project Handled :**

1. **BHLP, NEET, JEE, GATE**

September 2019 - February 2021

* Content uploads on Byju's online portal, Question paper creation in Word, Power Point Presentation, and Quality control for data.
* Responsible for creating illustrations, including concept sketches, Diagrams, storyboards.
* Create the design for magazine pages and covers.
* Manipulation and collection of data, creating spreadsheets and databases from scratch .

Technologies used : Mathjax, Illustrator, InDesign, Word, Power Point, Excel, SQL

1. **Create With Math (Mexico Adaptation)**

March 2021 – April 2022

* Responsible for Creating Artboards and illustrations for Applets, Quiz, Post Class Summary, Worksheet and Lesson plans.
* Replacing English text with Spanish Text and exporting assets for Activity Studio team and creating pdf for review for all the categories of assessment in Adobe Illustrator.
* Capable of developing illustrations in a distinctive style, consistent across media applications.

Technologies used : Adobe Illustrator, Adobe InDesign, Adobe Photoshop, CorelDraw

1. **SEO Aakash**

May 2022 – January 2023

* Responsible for creating diagrams for all the subjects in google slide.
* Capable of developing distinctive style for each diagrams.
* Adding logo and image editing.

Technologies used : Google Doc, Google Slide, Powerpoint, ChemDraw.

III. **Data Entry Operator**

Pearson India Education Services Pvt. Ltd., Bangalore

December 2017 – June 2018

**Job Roles**

* Assessment for Learning that provide parents and teachers with deeper insights.
* All assessment work including Question Paper Creation, Question Paper Formatting, Quizzup Sharing, Question Paper Reviewing etc.
* Sales Dispatching work.
* Prepares source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.
* Protects organization's value by keeping information confidential.
* Checking the accuracy and quality of source data before using, importing and processing data.

**IV. Data Processing Clerk**  
Mitra Software Solutions Pvt Ltd, Kerala  
September 2014 - October 2015

**Job Roles**

* Collecting, compiling, and entering production, sales, and other business data into computer.
* Updating and correcting data in automated systems
* Processing customer orders into the database.

V. **Trainee UI Developer**

ISPG Technologies India Pvt Ltd, Bangalore

March 2014 - August 2014

**HOBBIES**

* Surfing on the Internet
* Listening Music
* Interacting with People etc.

**PERSONAL DETAILS**

Father’s Name : NARAYANAN NAIR M

Date Of Birth : 04-11-1988

Sex : Female

Languages Known : English, Malayalam, Hindi

Contact Address : Mahaveer Springs, Flat #125, 1st Floor, A Block, 15th Main, 17th Cross Rd,

J P Nagar Phase 5, Bengaluru, Karnataka 560078

**DECLARATION**

I hereby declare that all the above mentioned information is true to the best of my knowledge.

Nimitha Nair A

Bangalore