



GOVINDA MODAK

ASSISTANT MANAGER

CONTACT

- 📞 9341632858
- ✉️ govindmodak749@gmail.com
- 📍 Rly. Goal market B.S.city-10

EDUCATION

- 2020-2022**
SURYAMAL THAKUR INTER COLLEGE
- I.sc
- 2022-2023**
A.V.CGI ANIAMTION
- Graphic design & motion graphics
 - 2d animation & color grading

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Effective Communication
- Computer skills like design ,excel,word other editing softwares

LANGUAGES

- Hindi (Fluent)
- Bengali (Basics)
- English (Basics)

PROFILE

Hey I'm govinda modak, basically I'm professionally a graphics designer and editor and I have some work experiences and right now my last job role was assistant man

WORK EXPERIENCE

- **Freelancing** 2022- PRESENT
Graphic designer & motion graphics editor
 - Creates visual concepts, layouts, and designs for various media (print, digital) to communicate ideas, enhance brands, and captivate audiences,
 - Using software like Adobe Creative Suite to develop logos, websites, marketing materials, and more, while collaborating with teams and managing projects from concept to final execution
- **Jharkhand Steel Industries** 2023 - 2025
Assistant Manager
 - Supports senior management by overseeing daily operations, supervising staff, handling administrative tasks,
 - Managing inventory, and ensuring excellent customer service, acting as a bridge between employees and upper management.
- **S.S.V School** 2020 - 2023
Math's & science teacher
 - Plans, prepares, and delivers engaging lessons to develop students' theoretical and applied skills, fostering critical thinking in STEM subjects.