

# RESUME

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Portfolio: [https://drive.google.com/drive/folders/1gVFTuYInabrMgTsFtR8laExsgoRCbOgy?usp=drive\\_link](https://drive.google.com/drive/folders/1gVFTuYInabrMgTsFtR8laExsgoRCbOgy?usp=drive_link)

## **SHAILENDRA SINGH GRAPHIC DESIGNER**

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### **Summary**

As a passionate graphic designer with proficiency in **Adobe Photoshop, Adobe Premiere Pro, and Adobe Illustrator**, I am seeking a challenging role that allows me to utilize my creative skills and technical expertise. With a strong educational background and diverse work experience, I am committed to delivering visually compelling designs.

### **Education**

- MBA in marketing from SHUATS in 2017
- BA from CSJM University in 2013
- Intermediate from UP board in 2007
- High School from UP board in 2005

### **Technical Education**

- Microsoft Certified Information Technology Professional (MCITP)
- Cisco Certified Network Associate (CCNA)

### **Work Experience**

#### **1. Desktop Support Engineer**

- **NSB BPO Solutions Pvt. Ltd.**
- Nov 2012 - Apr 2013
- Responsibilities:
  - Provided technical support for desktops, laptops, and peripherals.

#### **2. Document Handler**

- **RELIANCE JIO INFOCOMM LIMITED**

○ September 2016

○ Responsibilities:

- Managed and organized company documents.
- Ensured proper filing and retrieval of records.
- Collaborated with cross-functional teams to maintain document accuracy.

### 3. Independent Associate

○ **HERBALIFE NUTRITION Pvt. Ltd.**

○ 7 years

○ Responsibilities:

- Worked there as a design and advertisement creative member.
- Promoted health and wellness products through the Nutrition Club model.
- Conducted workshops and events to educate clients on nutrition and fitness.

#### Skills

- Graphic Design
- Photo Editing
- Video Editing
- Branding and Identity
- Typography
- Layout Design
- Logo Design

#### Sofware Proficiency

- Adobe Photoshop
- Adobe Premiere Pro
- Adobe Illustrator
- Figma

#### Hobbies

- **Photography:** Capturing moments and telling stories.
- **Reading:** Staying informed and inspired.