

# **Manisha Panwar**

+91 9811707397

manipanwar1384@gmail.com

## **Objective**

To be productive & add value to the organization I represent. Adding new ideas & implement them with my skill set and experience which will not only help the organization grow, but will also help me grow as an employee & as an individual.

## **Skills**

- Self-motivated & Hardworking
- Quick learner
- Good listening skills
- Cheerful & Energetic
- Multitasking

## **Work Experience**

**EMPLOYER:** IQUANTA EDU SERVICES PVT. LTD.

**DESIGNATION:** SENIOR GRAPHIC DESIGNER

**(JUNE 2018 TO PRESENT)**

- Collaborate across departments to develop & execute creative designs based on shared design brief.
- Execute designs for various collaterals, websites, digital ads, campaign concepts.
- Manage the creative art output and quality of the social platforms to generate engagement through visual distinction.
- Generate concepts and layouts for social creatives to increase engagement and followers.
- Be tuned-in to daily social calendars according to business agendas and moment marketing, to keep brand buzz.
- Create visually rich pro-active ideas and campaigns that are based on insights and give the brand an edge.
- Collaborate with external stakeholders/ agencies as and when required, to get work done in a defined and structured way.
- Work with cross-functional teams including Content, Product, to create ideas in-sync with business agendas and overall brand goals.
- Developing new templates for the team initiatives.
- Posting content across social media accounts.
- Making social media posts and creating advertisements, preparation of thumbnails and digital Ads using provided content.

**EMPLOYER: FRIENDSHIP ON WHEELS**

**DESIGNATION: GRAPHIC DESIGNER**

**(JULY 2017 – MAY 2018)**

- Understanding of the requirement from the marketing and other domains.
- Create illustrations on posters, banners, email posts, travel itineraries, social media posts, and ad campaigns for various digital media for specific requirements.
- Create products video for social media accounts.
- Handle the social Media platforms.
- Advance preparation of social media content in sync with calendar.

**EMPLOYER: ATOZLEARN EDUTECH PRIVATE LIMITED**

**DESIGNATION: DATA ENTRY SPECIALIST (Internship)**

**(JAN 2017 TO JUNE 2017)**

- Data Entry from the back-end Admin portal
- Ensure that entries are correct & complete.

## Education

**DIPLOMA IN COMPUTER APPLICATION & GRAPHIC DESIGNING**

NSIC Technical Services Centre, Okhla Delhi

Year of Completion - 2016

**B.Sc (H) MATHEMATICS**

Maitreyi College, Delhi University

Year of Completion - 2015

**CLASS 12 (SENIOR SECONDARY), SCIENCE**

Gyan Mandir Public School, CBSE Board

Year of Completion - 2012

**CLASS 10 (SECONDARY)**

Gyan Mandir Public School, CBSE Board

Year of Completion – 2010

## Positions of Responsibility

- Volunteer for the Annual **Mathematics Festival**, Abscissa 14.
- Volunteer for the Admission procedure in **Delhi University** for the Academic Year (2013-2016).
- Volunteer for the Annual **Mathematics Festival**, Abscissa 15.
- Handle my Craft related Page on Instagram named **Craft\_Creators**.
- Volunteer for the event '**The So Delhi Treasure Hunt - DLF Mall of India Edition**' in 2018

## Personal Details

Date of Birth - 01 October 1994

Marital Status- Married

Address - B 118 Abhay Khand 3, Indirapuram Ghaziabad