RAKHI KUSHWAHA

Graphic Designer

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📍 Bhopal, India

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Portfolio: Be **Behance**
in **LinkedIn**

OVERVIEW

Creative Graphic Designer, skilled in Adobe Creative Suite, CorelDRAW, and Canva, with a strong foundation in visual communication gained from 5 years as a Computer Operator. Experienced in branding, logo design, label design, and print media, including projects like Coconut Water Packaging, mini magazines, and book covers. Passionate about crafting compelling designs that communicate ideas effectively. Eager to learn, grow, and contribute within a dynamic team environment. Proficient in social media graphics, marketing materials, and print layouts. Seeking opportunities to leverage creative skills and deliver impactful visual solutions in the field of graphic design.

EXPERIENCE

Computer Operator

Eklavya International School   June 2023 – Present

Data Management & Administration:
- Maintained accurate records of 500+ students and 35 staff members.
- Updated databases, ensuring data integrity and security.
- Managed student and staff data, supporting administrative tasks.

Examination Management:
- Created and printed exam papers, adhering to confidentiality and security standards.
- Processed examination results efficiently and accurately.

Graphic Design & Presentation:
- Designed engaging PowerPoint presentations for Parent-Teacher Meetings (PTMs), annual functions and other events.
- Created visually appealing graphics, certificates, admit cards and prize stickers.
- Utilized Adobe Photoshop, InDesign, Canva and CorelDRAW for design tasks.
- Creating Social Media Post

Collaboration & Teamwork:
- Collaborated with teams to design customized celebration items.
- Developed tailored designs for special events and functions.

Computer Operator

Bhopal G.P.O (Post Office)   May 2017 – Dec 2020

- Managed daily accounts for multiple sub-offices, guaranteeing accuracy and timely reconciliation.
- Coordinated with sub-office staff to resolve accounting discrepancies and ensure seamless financial operations.
- Prepared and submitted comprehensive daily, weekly and monthly reports to senior authorities, providing actionable insights.
- Ensured strict compliance with postal department regulations and accounting standards, maintaining highest levels of financial integrity.

TECHNICAL SKILLS

Ps	ADOBE PHOTOSHOP	Ai	ADOBE ILLUSTRATOR
Ae	ADOBE AFTER EFFECT	Id	ADOBE INDESIGN
	CORAL DRAW		CANVA
	MS WORD		MS EXCEL
	MS POWERPOINT		DRAWING

SOFT SKILLS

- Teamwork and collaboration
- Time management
- Emotional intelligence
- Continuous learning
- Leadership
- Problem-solving
- Presentation
- Self Awareness

PROJECTS

- **Mini Magazine Design - The Art of Relaxation**
  This 10-page magazine was designed for the publication Lifestyle & Leisure, targeting readers with a taste for upscale living. The theme of this issue, "The Art of Relaxation," reflects a harmonious blend of luxury, wellness, travel, and modern trends.
  Tools: Adobe InDesign, Adobe Photoshop, Canva.
  Project Link

- **Logo Design and Branding - Rhyme Learning Advertising Company**

  The logo for "Rhyme" is an elegant wordmark that reflects the company's core values of accessibility, learning, and empowerment. The most distinctive feature is the stylized "R" with a female profile integrated within it, symbolizing the brand's focus on women as its target audience. This thoughtful detail conveys a sense of inclusivity and grace, aligning with the company's mission of empowering women through accessible advertising education.
  Tools: Adobe Illustrator, Adobe Photoshop) **Project Link**

- **Packaging Design - Coconut Water Bottle**

  This project showcases a label design for coconut water, capturing the essence of refreshment, purity, and hydration. The goal was to create packaging that reflects the natural and health-oriented qualities of the product while being visually appealing and informative. The design emphasizes modern aesthetics with clean, minimal layouts and tropical elements, ensuring a perfect blend of style and substance.
  Tool: CorelDRAW **Project Link**

- **Shopping Store Logo & Branding - Taru Shopify**

  Created an engaging mascot and cohesive brand identity for Taru Shopify, reflecting the platform's diverse product offerings and "all under one roof" mission.
  Tool: Adobe Illustrator, Abode photoshop **Project Link**

EDUCATION

Graphic Design	**Mar – Oct 2024**
IElevate Institute, Delhi	'A' Grade
M.SC (Mathematics)	**2016 – 2018**
Barkatullah University	80%
B.SC (Computer Science)	**2013 – 2016**
Barkatullah University	75%