







LEO THOMAS VARGHESE
" GRAPHIC DESIGNER "

CONTACT

 **18 JULY, 1994 (D.O.B)**
 **leothomas000@gmail.com**
 **8446172402 (M)**
 **Super Stone Tyres, Ghat Road,
Opp. to Union Bank of India
Sita-burdi, Nagpur-440018**

CAREER OBJECTIVE

To secure a challenging position in a reputable firm, an in Information Technology & Computer Science field, work in an innovative and competitive world. To constantly upgrade my knowledge and skills and make a difference in everything I do.

SKILLS

- WEB DESIGNER
- MS OFFICE
- ADAPTABILITY
- TEAMWORK
- CREATIVITY

LANGUAGES

- HINDI
- ENGLISH
- MALAYALAM

HOBBIES

- FOOTBALL, BASKETBALL
- WORKOUT / COOKING/
DRAWING / MUSIC

EDUCATIONAL QUALIFICATION

- 1. M.C.M (MASTER OF COMPUTER MANAGEMENT) (2019-2020)**
From Hislop College (RTMNU Nagpur University)
AGGREGATE: 85%
- 2. P.G.D.C.C.A (POST GRADUATION DIPLOMA IN COMPUTER COMMERCIAL APPLICATION) (2018 - 2019)**
From Hislop College (RTMNU Nagpur University)
AGGREGATE: 73%
- 3. B.C.C.A (B.COM IN COMPUTER APPLICATION) (2015-2018)**
From Hislop College (RTMNU Nagpur University)
AGGREGATE: 68%
- 4. HSC 12TH (2014-2015)**
From St' George College (Maharashtra State Board)
AGGREGATE: 73%

CERTIFICATION

GRAPHIC DESIGNER (Photoshop, Illustrator, InDesign) (SEPT-2024)
ARYA COMPUTER INSTITUTE, Nagpur
AGGREGATE: 82%

WORK EXPERIENCE / EXTRA CURRICULA ACTIVITIES

- ❖ **EMAIL SUPPORT (1year US shift) / DATA PROCESSING (8months US shift)**
VALETHI TECHHNOLOGIES (08TH FEB 2022 - PRESENT)
Key responsibilities include developing customer relationships, resolving issues, promoting products/services, maintaining job knowledge, reporting to supervisors, and utilizing CRM to escalate unresolved queries.
- ❖ **TECHNICAL SUPPORT**
SELFTECH, IT Park Nagpur (08th NOV 2021 – 07th FEB 2022)
1. Guide customers on software installation and start-up, troubleshoot issues, and provide tips. 2. Provide lost documentation, escalate difficult cases, and remotely access computers for problem-solving. 3. Offer hardware recommendations for software compatibility.
- ❖ **OFFICE ASSISTANT**
GEO-CHEM Laboratory Sadar, Nagpur (17th Jan 2017 – 14th Jan 2020)
Experienced in meticulous record-keeping, invoicing, report generation, and multitasking in fast-paced environments. Skilled in streamlining administrative processes to enhance accuracy, efficiency, and achieve organizational goals. Proficient in Microsoft Office Suite and managing executive contacts and events.

SOFTWARE PROFICIENCY

Application : Adobe Suite (Photoshop Illustrator InDesign), HTML, MS office
Operating systems : DOS, Windows XP, 98, 95, Windows7, 8, 10.
Database : MS Access

DECLARATION

I, Leo Thomas, hereby declare that the information contained herein is true and correct to the best of my knowledge.

Date: 2024

Leo Thomas