Name –   **Parminder singh**
Mail id-   s.pammi.22g@gmail.com
Phone no - 7973503892
Address -   village: Mataur, Teh. Anandpur sahib, PO Anandpur sahib, Distt: Rupnagar PUNJAB - INDIA.

OBJECTIVE

Seeking a graphic designer role where I can utilize my creative skills to produce impactful designs and contribute to dynamic projects.

ACADEMICS

Qualification	School/University	Year	Result
Post Graduate Diploma in Computer Applications	**SGTB Khalsa College**	**2021**	**8.39 (CGPA)**
B.com (accounting and finance)	**Punjabi University Patiala**	**2019**	**56%**
Class 12(CBSE)	**Jawahar Navodaya Vidyalaya Sandhuan, Ropar**	**2016**	**65%**
Class 10(CBSE)	**Jawahar Navodaya Vidyalaya Sandhuan, Ropar**	**2014**	**65%**

Achievements and work experience

- **Work Experience as a Graphic Designer (2 years):**
  - ❖ Managed computer operations and graphic design tasks, including creating attractive labels for company products and inventory management. Contributed to completing projects on time and within budget, ensuring company success.
- **Work Experience as a Computer Operator in Tehsil (4 months):**
  - ❖ Excelled in handling computer operations in a demanding environment, ensuring smooth functioning of administrative tasks and contributing to efficient workflow management.
- **Work Experience in HDFC Bank (6 months):**
  - ❖ Made significant contributions to the operations of HDFC Bank, enhancing overall productivity and customer satisfaction.
- **Working in IndusInd Bank as an Assistant Manager (6 month):**
  - ❖ Currently serving as an Assistant Manager at IndusInd Bank, where, contributing to the bank's success and growth.
- **Completed Office Administration Course from ICICI Academy for Skills (3 month):**
  - ❖ Successfully completed an intensive Office Administration Course at ICICI Academy for Skills, acquiring valuable knowledge and skills in office management and administration.
- **Expert in the Installation of Various Software and Operating Programs:**
  - ❖ Demonstrated expertise in installing and configuring a wide range of software applications and operating systems, ensuring optimal performance and functionality.

SOFTWARE SKILLS & LANGUAGES

- ❖ **HTML, CSS, JavaScript:**
  Knowledgeable in front-end web development technologies including HTML for structure, CSS for styling, and JavaScript for interactivity. Capable of creating and modifying web pages and implementing dynamic features.

- ❖ **Sass:**
  Proficient in Sass, a CSS preprocessor that extends the functionality of CSS with features like variables, nesting, and mixins. Skilled in writing more maintainable and efficient CSS code using Sass.

- ❖ **MS Word:**
  Proficient in Microsoft Word for creating and formatting documents for various purposes, including reports, letters, memos, and other business correspondence. Experienced in utilizing advanced features such as styles, templates, mail merge, and track changes to enhance document efficiency and accuracy.

- ❖ **Excel:**
  Advanced Excel skills including data analysis, formulae, pivot tables, and charts. Experienced in handling large datasets and creating insightful reports.

- ❖ **CorelDRAW:**
  Skilled in using CorelDRAW for graphic design tasks such as creating logos, brochures, banners, and other marketing materials. Proficient in vector illustration and layout design.

- ❖ **Photoshop:**
  Proficient in Adobe Photoshop for image editing, retouching, and manipulation. Experienced in creating digital artwork, photo enhancements, and designing graphics for web and print media.

- ❖ **Adobe Illustrator:**
  Proficient in Adobe Illustrator for vector graphic design and illustration. Skilled in creating logos, icons, illustrations, and other scalable graphics for various applications.

- ❖ **PowerPoint:**
  Experienced in creating dynamic and visually appealing presentations using Microsoft PowerPoint. Proficient in incorporating multimedia elements, animations, and transitions to engage and captivate audiences.

- ❖ **Tally:**
  Proficient in Tally ERP 9 for accounting and financial management. Skilled in maintaining ledgers, generating financial reports, and managing inventory transactions efficiently.

CERTIFICATION

JavaScript Course
- Provider: Great Learning
- Completion Date: February2024.

CSS Course
- Provider: Great Learning
- Completion Date: February2024.

Html Course
- Provider: Great Learning
- Completion Date: February2024.

SEO Foundations Course
- Provider: LinkedIn Learning
- Duration: 2 hours 38 minutes.

Introduction to Digital Marketing
- Provider: Great Learning
- Completion Date: November 2021.

Introduction to Graphic Design
- Provider: LinkedIn Learning
- Completion Date: November 2021.

Excel: Tracking Data Easily and Efficiently
- Provider: LinkedIn Learning
- Completion Date: November 2021.

Computer Basic Certificate (ISO):
- Successfully completed a comprehensive computer basic certificate program, demonstrating proficiency in fundamental computer skills and operations.

Practical Training Experience: Tally Operations, Journal Entries, and Final Accounts:
- Completed six weeks of practical training with Harish Oberoi & Associates, gaining valuable hands-on experience in Assisting with data entry and organization of financial records.

PERSONAL SKILL

❖ **Quick to learn and apply new skills effectively.**

PERSONAL DETAILS

- ❖ **Father's Name** **:-** **Gurmukh singh**
- ❖ **Date of Birth** **:-** 6 September 1997
- ❖ **Language Known** **:-** English, Hindi**,** Punjabi
- ❖ **Nationality** **:-** Indian
- ❖ **Interest & Hobbies** :- Internet browsing ,Listening songs, playing kabaddi handball, football.

"I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief."

PARMINDER SINGH