




MOKSHA DOSHI

CONTACT

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SKILLS

- Production standards
- Logo creation
- Adobe Creative Suite
- Staff development
- 3D Modelling
- Marketing experience
- Project management abilities
- Advertising familiarity
- Digital graphics
- Microsoft Office expertise
- Graphic arts design
- AutoCAD

CERTIFICATIONS

- Fundamental of Digital Marketing Certified

LANGUAGES

Gujarati: First Language

Gujarati:  B2
Upper Intermediate

Hindi:  B1
Intermediate

English:  B1
Intermediate

Innovative professional challenges expectations with creative mindset. Holistic thinker listens intently, understands project requirements and conducts detailed research. Confident at communicating with cross-functional teams to produce desired results. Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service.

EXPERIENCE

May 2022 - Current

Graphic Designer IRA Overseas PVT. LTD, Ahmedabad, Gujarat

- Submitted design ideas to plan projects with customers and managers.
- Created corporate brand imaging by designing cohesive and engaging logos, letterheads and business cards.
- Designed printed brochures, banners and signs, aligning visual collateral with brand mission and values.
- Worked with clients to define marketing and design vision for various graphic design projects.
- Generated digital image files for use in digital and traditional printing methods.

July 2019 - Current

Administrative Assistant IRA Overseas PVT. LTD, Ahmedabad, Gujarat

- Handled client correspondence and internal communications in professional manner.
- Managed information on company databases for different organisational activities to track history and safeguard accurate information.
- Helped less experienced staff manage daily assignments.
- Performed administrative tasks, document management and report development for inter-departmental use.
- Organised and stored hardcopy files.
- Coordinated communications between various departments to schedule meetings and keep company informed on critical matters.
- Managed document control duties to reduce errors and maintain accurate records.
- Kept office operations running smoothly and efficiently by implementing procedure and policy improvements.