

# MANIKA M

## GRAPHIC DESIGNER

### CONTACT

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ADDRESS: raygarh, Odisha, India

LINKEDIN: [Manika m](#)

### WORK EXPERIENCE

EXPERIENCE August 2021

Operation Assistant | Livingston International Current

- Identify, categorize, and manage electronic documents in Livingston's ERP.
- Support the Customs Brokerage and Entry Writer team by updating and providing necessary information.
- Categorize and index documents in the electronic management system (SAP\_SCM).
- Track shipments in the global supply chain.
- Update shipment information through data entry in the primary operating system.

EXPERIENCE August 2019

Office Assistant | Provident Realty, Inc August 2021

- Handle calls, greet guests, and manage office equipment.
- Schedule and document showing requests on ShowingTime.
- Assist Realtors and handle MLS listings.
- Manage messages from the appointment line.
- Support Real Estate Agents with office tasks.
- Reconcile bank statements, manage escrow, and coordinate payments.

#### VOLUNTEER WORK

- Volunteered via Kohl's Benevity Program:
- Friends in Need: Made blankets for shelters and clipped military coupons.
- Kenneth Young Center: Did crafts and coloring projects, plus activities at my child's school.

### PROFILE

Detail-oriented UX/UI designer launching career as a software quality Engineer. I have a basic understanding of the Software Development Lifecycle (SDLC) and Software Testing Life Cycle (STLC) ,almost 4 years of experience in customer service and office management with exposure to SQL server and /or document databases . understanding of ux/ui design

### SKILLS

- Figma
- Photoshop
- Canva
- Sketch
- HTML
- CSS
- JS
- MS-office

### LANGUAGES

English

Odia

Hindi

### REFERENCE

ALFREDO TORRES

CEO | Aldenaire & Partners  
+123-456-7890

### EDUCATION

UI/UX Design from scratch , User Experiences Design 2023

Designers academy

masters applied and analytical economics

Utkal University, Bhubaneswar