



D. SANTHOSH KUMAR

Senior Analyst – Presentation Designer

PROFILE SUMMARY



- Supporting the team in creating fresh on-brief design concepts and refining existing ideas.
- Working across quick turnaround projects as well as larger, high-profile campaigns.
- Inspiring, motivating and developing the presentation design team of 08-10.
- Delivering all projects on time – Typical projects will include the creation of Rich Media, HTML5 banners, animations, static banners, social media assets, web landing page design.
- Knowledge of user-centred design principles across digital, print and brand.
- Monitoring a Team of Associates thereby Ensuring Optimum Performance.
- Planning Targets, Monitoring Numbers and Achievements of Overall Targets on Daily, Weekly & Monthly Basis in Adherence to the Pre - set standards.
- Represent the Team in Meetings and Conference call with Management and Clients.
- Identifying and Implementing Strategies for Building Team Effectiveness by Promoting a spirit of Cooperation between Team Members.
- Ensuring team bonding and team interaction as to avoid attrition happening on the grounds Of dissatisfaction in the team.
- Identifying the Training Need of the Team and getting it done.
- Co-coordinating between different departments.
- Prepare reports and maintain records of work accomplishments and administrative information.
- Developing brand strategy and providing creative concepts and designs to the different campaigns from our global offices.

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 santhosh.domarathi@gmail.com

 Hyderabad, India

 21 October 1984

PROFILE

Build a long-term career in creative designing with opportunities for career growth and use my skills in the best possible way for achieving the company's goals and solve problems in an effective/creative manner in a challenging position.

LANGUAGES

- English : Fluent
- Hindi : Fluent
- Tamil : Fluent
- Telugu : Fluent

HOBBIES

- Gymming
- Marathon Runner
- Nature Photography
- Reading Books
- Adventure trekking
- Listen music

EDUCATION



- **Annamalai University** | *Master of Science in Information Technology*
- **University of Madras** | *Bachelor of Arts in (Public Administration)*

SKILLS



MS WORD



PHOTOSHOP



MS POWERPOINT



INDESIGN



MS EXCEL



ILLUSTATOR



MS Visio



Interactive PDF Creation



WORK EXPERIENCE



▪ **Business Presentation Designer**

Upwork | NOV 01, 2022 To Till Date (**Freelancer**)

1. Worked on creative documents for presentations and print publication
2. Handled high end project – Photoshop, InDesign, and Illustrator
3. Developed print materials like brochures, posters, info sheets, and proposal documents
4. Converted the proposal, report documents, and on screen presentation to brand compliant – This involved processing and QA
5. Collaborated with instructional designers and graphic leads to develop multimedia objects
6. Assisted on projects with stakeholders
7. Developed multimedia objects, design templates, document templates, and libraries to showcase Flash/Engage interactions
8. Capabilities: Product Demo Videos, Remote Video Production, Customer Support Videos, Testimonial Videos, Video Courses, Presentation Design, Podcast Production, Video Repurposing
9. If you plan on using a lot of charts, graphs, or illustrations in your presentation design, make sure there's a balance. Back to back charts and graphs can be overwhelming for the audience as they try to take in all the information. Spread out your heavy content slides with simple slides so that there's a nice flow through all your content
10. Proficiency in Adobe Photoshop, Adobe Illustrator, Adobe Indesign, Microsoft PowerPoint, Microsoft Word, Microsoft Visio
11. Creating Bi-fold, Trifold, Placemat, Nametags, Posters in Powerpoint and Adobe InDesign As well
12. Share tips and best practices with the team for improving efficiency



▪ **Presentation Artist** (Creative Designer) | Marketing and Training Video Company
Content Beta | MAY 24, 2022 To OCT 23, 2022) (**Freelancer**)

1. If you're a B2B SaaS and want to scale your product marketing customer success or content, Reach out to us at contentbeta.com. We're 20X faster than hiring creatives in-house and 70% lower turnaround time for digital assets
2. For a presentation to work, its contents must be paired with great design. In fact, 91% of presenters feel more confident with a well-designed slide deck
3. If you want your message to connect with your audience, remove the extra text in your slides and replace it with visual content
4. Designed a variety of products such as Marketing collateral, Posters, and infographics
5. Developed multimedia objects, design templates, document templates, and libraries to showcase Flash/Engage interactions
6. Branding and formatting Presentations and Documents such as Audit report, Proposal report etc.

▪ **Executive** (Creative Designer) | Financial Management Group
Macquarie Global Services Private Limited | OCT 25, 2021 To MAR 09, 2022)

1. Review team's projects and ensure files to be delivered to clients with 100% quality
2. Develop and design for the presentation
3. Create illustrations as per the specified client instructions
4. Create infographics, tables and charts as per the brand standards
5. Design email invites, newsletters and other internal communication materials
6. Design and produce stand out presentations while understanding the client instructions to make them presentable to partners
7. Interact with clients to take the instructions and discuss the project details like the project tracking and progress
8. Work as per client templates taking the clear instructions

▪ **Associate Manager** (Creative Designer | Individual Contributor)
The Hackett Group | OCT 03, 2016 To DEC 03, 2020)

1. Created & designed concepts with interactive discussions & input from Global Leadership Team through Presentations
2. Supporting the team in creating fresh on-brief design concepts and refining existing ideas
3. Worked with functional stakeholders to create & develop a new material for client presentation & portal designing
4. Building and creating a design for infographics from the scratch to end results
5. Prepared business templates for clients and participated in all design rehearsals
6. Lead in the design, development and implementation of the graphic, layout, and production communication materials
7. Delivering all projects on time – Typical projects will include the creation of Rich Media, HTML5 banners, animations, static banners, social media assets, web landing page design
8. Participated actively in discussion with different teams across the globe for graphics idea generation with respect to high level infographics presentation for CXOs



▪ **Analyst** (Career Level 3 Designer | Individual Contributor

Deloitte | DEC 30, 2013 To SEP 29, 2016

1. *Building a Project Management Office (PMO) Establishing Project Methodologies, Project Tracking, and Project Support*
2. *Developed numerous marketing programs (Placemat, Business Card, Nametags, Newsletter, Pocket cards, Posters, Bi-fold, Tent cards, Tri-fold, Logos, Brochures, Infographics, Presentation, and advertisement) and guaranteed that they exceeded the expectations of our clients*
3. *Assisted in clients in preparing high quality pitch books and presentations for clients*
4. *Prepared business templates for clients and participated in all design rehearsals*
5. *Lead in the design, development and implementation of the graphic, layout, and production communication materials*
6. *To create the Consultant Documents (Consultant document in New York & London, RoW & Canada) using advanced MS-Word, MS-Excel and MS-PowerPoint*
7. *Possesses hands on experience of working in a culturally diverse global environment with virtual teams, managing senior stakeholders as well as working with people on the ground*
8. *Developing brand strategy and providing creative concepts and designs to the different campaigns from our global offices*

▪ **Senior Document Specialist** | **Williams Lea India Pvt. Ltd.** |

(MAR 08, 2010 To JUL 02, 2012)

1. *Supervise the assessment of all graphic materials in order to ensure the quality and accuracy in the design*
2. *Create innovative design packages to elevate and differentiate branding and marketing and advertising initiatives*
3. *Admirable experience in preparing PowerPoint presentation for clients*
4. *To create client's requirement Custom Power Point and Custom Word*
5. *Created 4+ design presentations and proposals a month for client and account managers*
6. *To contact the Client through telephone (Direct Interaction) or E-mail to clarify the doubts regarding the projects*
7. *Interact with clients to take the instructions and discuss the project details like the project tracking and progress*
8. *Design email invites, newsletters and other internal communication materials*

▪ **Document Specialist** | **RR Donnelley** | NOV 01, 2006 To MAR 01, 2010

1. *To create PowerPoint Presentation as per the Banker's request*
2. *Receiving project instructions directly from clients*
3. *Assisted in clients in preparing high quality pitch books and presentations for clients*
4. *Reviewed and imported if required various graphic files*
5. *Coordinated with team members on various complex projects*
6. *Worked for various corporate clients and prepared presentations on brand guidelines*
7. *Monitored client requirements and prepared layout and design accordingly*
8. *Designed a variety of products such as Marketing collateral, Posters, and infographics*

**Macquarie Global Services Private Limited**

- *Promising Performer for the Month – January 2022*

The Hackett Group

- *Top Performer – Benchmarking Q2 – 2017*

Deloitte

- *Spot Award – 2014*
- *Spot Award – 2015*
- *Best Quality Performance Award – 2015*
- *Quality Month Award – 2015*
- *Spot Award – 2016*
- *Marketplace Services Award – 2016*

Williams Lea

- *Good Job Award – 2010*
- *Rising Sun Award – 2011*
- *PwC Brand Guidelines Onshore Certification – 2012*

RR Donnelley

- *Best Performer of the Year – Operations 2006*
- *Most Promising Performer for the Month – September 2006*
- *Shining Star of Team – April 2008*
- *Shining Star of Team – November 2009*

ONLINE CERTIFICATIONS

- *Effective Intergender Relationships*
- *The Individual's Role in a Team*
- *Certificate of Completion After Effects CC 2020 Essential Training*

DECLARATION:

I hereby declare that the above-mentioned information is true up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Yours truly,

Place: Hyderabad

D. Santhosh Kumar