

CURRICULUM VITAE

SHIVANI SHARMA

My Career Objective:

My goal is to give my best to the company in my work and be honest towards the company, apart from my financial and skill growth.

Professional Summary:

An efficient and detail-oriented **desktop publisher (DTP)** with **2 years experience** in creating attractive **advertising** and **book layout designs** for various print and digital media. Proficient in using industry-standard software like **Coreldraw, Photoshop**.

Academic Qualifications:

- Class **10th** Passed from CBSE Board in 2015.
- Class **12th** Passed from CBSE Board in 2017.
- **B.Com** Passed from Lucknow University in 2020.

Professional Qualifications:

- **Tally ERP-9** with GST.
- Course on Computer Concepts (CCC).
- Professional Diploma in Computer Application

Work Experience:

I have **2 years experience** of Book layout designing work with an edtech company named "**EduGorilla Private Limited**".

Skills:

- Proficient in CorelDraw and Photoshop.
- Ability to prepare print-ready files and troubleshoot prepress issues.
- Familiarity with digital publishing platforms and content management systems.
- Excellent attention to detail and ability to meet tight deadlines.
- Strong communication and collaboration skills, working effectively in team environments.
- Knowledge of printing processes and specifications.
- Worked closely with editors, writers, and other stakeholders to develop engaging and visually appealing content.

Languages:

Hindi and English



Address:

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Personal Information:

Father: Basant Sharma

Mother: Pushpa Sharma

D.O.B.: 08/03/2000

Marital Status: Single

Skills:

Book Layout design
Print/Digital Advertisement

Software Knowledge:

Coral Draw version - 2019/20

Adobe Photoshop - 2019/20

Interests:

Watching Movies, Music etc.