

Rishabh Srivastava

(DTP)

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Summary

Detail-oriented and hardworking DTP Operator with 1+ year of hands-on experience in document formatting, typesetting, and layout designing using MS Word, Adobe InDesign, and CorelDRAW. Proven ability to deliver high-quality print and digital content under tight deadlines. Eager to contribute my skills in a challenging position where I can support efficient document production while ensuring brand consistency and visual clarity.

Work Experience

TEST PREP PUBLICATION PVT. LTD, LUCKNOW, UP

DTP Operator

Feb 2024 – Present

- Formatted books, test papers, and worksheets using MS Word, InDesign, and CorelDRAW for educational publishing projects.
- Applied style guides, consistent spacing, and smart alignment to ensure clean and professional-looking layouts.
- Used MathType and Mathpix to digitize complex equations, maintaining accuracy and readability in mathematical content.
- Delivered final outputs 15% faster by designing reusable layout templates and document style presets.
- Converted structured Word files into print-ready PDFs as per client standards and print house requirements.
- Identified and resolved layout inconsistencies, font mismatches, and spacing issues for error-free delivery.
- Reduced revision time by 40% through a custom checklist for proofing, improving team efficiency.
- Coordinated with editors and designers to meet tight deadlines while ensuring formatting consistency.
- Assisted new team members with formatting tips, improving their speed and reducing common errors.
- Suggested layout and design improvements that enhanced document clarity, flow, and user readability.

Skills

- DTP & Design Tools:** Adobe InDesign, CorelDRAW, MS Word (Advanced), Adobe Acrobat, Canva (Basic)
- Math Tools:** MathType, Mathpix (Equation editing, image-to-text math conversion)
- Document Formatting:** Styles, TOC, section breaks, headers/footers, templates, mail merge
- Print & Publishing:** CMYK/RGB setup, bleed/margins, high-resolution export, print-ready layout
- Office & Productivity:** MS Excel (Basic), Google Docs, OCR cleanup, file conversions (Word–PDF)
- Proofing & Language:** Grammarly (Basic proofreading, grammar checks, tone clarity)
- Typesetting Experience:** Academic books, worksheets, question banks, multilingual content
- Web & CMS Skills:** HTML, CSS, JavaScript, WordPress
- Typing & Speed:** 40+ WPM (English), clean and accurate formatting
- Soft Skills:** Eye for detail, time management, communication, client coordination, adaptability

Education

- Senior Secondary (12th Grade) in Maths (2021)
A. I. T. Inter College, Ayodhya Uttar Pradesh
Percentage-80.00%
- Bachelor of Science (B.Sc.) in PCM (2024)
Shri Ram Chandar Singh Smarak Mahavidyalaya, Ayodhya Uttar Pradesh
Percentage-78.00%

Course

- Full Stack Web Development
PW Skills (Online)
Jan 2023 – Oct 2023

Personal Details

- Date of Birth:** 18/10/2004
- Gender:** Male
- Nationality:** Indian
- Languages Known:** Hindi, English
- Permanent Address:** Ayodhya, Uttar Pradesh
- Current Location:** Lucknow, Uttar Pradesh

Declaration: I hereby declare that the above information is correct to the best of my knowledge, and I bear responsibility for the accuracy of the mentioned particulars.

Date:

Signature