Rishabh Singh
DTP & Graphic Designer

Results-driven DTP cum Graphic Designer with a keen eye for detail and a passion for creating visually stunning materials.

Adept at utilizing desktop publishing tools and graphic design software to produce captivating print and digital assets. Proven track record of delivering high-quality designs while adhering to brand guidelines and project timelines.

Eager to contribute creative expertise and technical skills to a dynamic team, driving visual excellence in communication materials.

Email: Singho2aditya@gmail.com
Number: +91 8299320952

EDUCATION

HIGH SCHOOL
SSSV INTER COLLEGE FAIZABAD **2013**

INTERMEDIATE
SSSV INTER COLLEGE FAIZABAD **2015**

DIPLOMA IN ELECTRICAL ENG.
GOV. POLYTECHNIC BEHRAICH **2018**

INTERSHIP from Intershala 2023 (3 Month)
Basic Fontend Developer

HOBBIES & INTERESTS

- Passionate about exploring new destinations and immersing myself in diverse cultures to broaden perspectives and gain a deeper understanding of the world.
- Design
- Photography
- Video Editing
- Reading/Music

SKILLS

Skill	Level		Skill	Level
Presentations	Novice | **Adept** | Expert		Adobe Acrobat DC(Pro)	Novice | Adept | **Expert**
Photoshop	Novice | Adept | **Expert**		Wondershare (filmora, Edraw, Mindmap)	Novice | Adept | **Expert**
Illustrator	Novice | **Adept** | Expert		ChemDraw/Chembio	Novice | **Adept** | Expert
InDesign	Novice | **Adept** | Expert		Time Keeping	Novice | Adept | **Expert**
CorelDraw	Novice | **Adept** | Expert		Creativity	Novice | Adept | **Expert**
HTML/CSS	**Novice** | Adept | Expert		Animation	**Novice** | Adept | Expert
MS OFFICE	Novice | Adept | **Expert**		AI	Novice | Adept | **Expert**
Wordpress	Novice | **Adept** | Expert		Layouts	Novice | Adept | **Expert**
MathType/Mathpix	Novice | Adept | **Expert**			
Canva	Novice | **Adept** | Expert			

WORK HISTORY

Edugorilla Community Pvt. Ltd.
JAN 2022 - DEC 2022
Computer Operator

- Edited manuscripts for spelling, grammar and punctuation errors; identified inconsistencies in plot linesand corrected them
- Collaborated with authors to revise or rewrite problematic passages within the context of manuscript'soverall vision
- Provided feedback on cover designs from both an artistic perspective as well as ensuring it meets brandstandards and fit within current market trends.
- Proofread final proofs before publication by identifying typographical errors and grammatical mistakes.

Spz Solution Pvt. Ltd.
Jan 2023 - May 2023
Team Lead (Freelance/Vendor)

- Directed and guided a team of 25 employees, fostering a cohesive and high-performance work environment.
- Conducted regular team meetings to communicate goals, provide updates, and address challenges, promoting a unified team approach.
- Implemented performance management strategies, including regular feedback sessions and performance evaluations for all team members.

TEST PREP Publication Pvt. Ltd.
28 March 2023 - Present
Desktop Publishing Operator

Designed and formatted print and digital materials using desktop publishing software such as Adobe InDesign, Coreldraw, and Ms Word.

TEST PREP Publication Pvt. Ltd.
28 March 2023 - Present
Team Lead

- Collaborated with cross-functional teams and Authors to understand design requirements and deliver high-quality materials within established timelines.
- Incorporated client feedback and revisions to meet project objectives and exceed customer expectations.
- Executed creative solutions for challenging design tasks while adhering to brand guidelines and industry standards.

Brainly
Dec 2023 - Present
Freelance

Provided expert-level assistance and guidance to students on the Brainly platform. Offered detailed and accurate explanations across various subjects, earning recognition for high-quality contributions.