

CURRICULUM VITAE

BHARAT	N-28/B-349 CSA Colony Wazirpur Ind. Area Delhi-110052 Contact No.: 9229516884 Email Id.: bharatk414@gmail.com
CAREER OBJECTIVE	<i>Looking for an opportunity where I can implement my skill and knowledge to be the best of my abilities and contribute positively to growth of the organization.</i>
EMPLOYMENT HISTORY	<p>SR. EDP EXECUTIVE, EDFORA INFOTECH PVT LTD. Feb 2019 – Present</p> <ul style="list-style-type: none">➤ The Jee Level Digitization Questions on CMS from Word to LaTeX of Academic Contents offered direction and guidance.➤ Digitization Mathematical and Scientific Equations/Expressions on CMS.➤ Creating visually appealing layouts for print and digital publications, such as Page Layouts, Packages, Papers, Workbook etc. provided guidance and direction.➤ Adjusting fonts, sizes, spacing, and alignment to ensure readability and aesthetic appeal.➤ Importing and manipulating images, ensuring they fit the design and meet resolution requirements.➤ Preparing files for print or digital distribution, including proper file formats and resolution settings.➤ Checking for typographical errors and ensuring that the text aligns with the intended message. <p>SR. EDP EXECUTIVE, VIDYA MANDIR CLASSES June 2016 – Jan 2019</p> <ul style="list-style-type: none">➤ Create engaging and innovative graphic designs for Brochures, Posters, Pamphlets, Booklet, Workbook, Papers, Book Cover, Page Layouts etc. provided guidance and direction.➤ Merging and Final all Books, Papers and Magazines.➤ Formatting and typing the Books and Magazines as per company formatting rule.➤ Utilized study program for build template with graphic designs.➤ Designing all over India Test Papers and Books. <p>EDP EXECUTIVE, AAKASH Jan 2013 – May 2016</p> <ul style="list-style-type: none">➤ Designing all over India Test Papers and Books.➤ Making student result through ERP System.➤ Making student identity card through ERP System➤ Merging and Final all Books and Papers.➤ Formatting and typing the Books and Papers as per company formatting rule.➤ Working on excel for prepapring mis data. <p>DTP CUM GRAPHIC DESIGNER, SCHOLAR'S ACADEMY Feb 2010 – Dec 2012</p> <ul style="list-style-type: none">➤ Create OMR Sheet, Registration & Feedback Form etc.➤ Prepared data structure and layout drawing.➤ Formatting and typing the faculty packages and graphic as per company formatting rule.➤ Create engaging and innovative graphic designs for Brochures, Posters, Pamphlets, Booklet, Sunpack, Standy, Book Cover, Page Layouts etc. provided guidance and direction. <p>DTP OPERATOR, TORUS INFOTECH Mar 2007 – Jan 2010</p> <ul style="list-style-type: none">➤ Design and laysout book pages and figures.➤ Formatting, typing and composing books and papers.➤ Determining size and arrangement of illustrative material and copy and font style and size.

SKILLS	<div>Illustrator</div> <div>In-design</div> <div>Corel Draw</div> <div>Photoshop</div> <div>Page Maker</div> <div>Chemdraw</div> <div>Mathtype</div> <div>Word</div> <div>Excel</div> <div>Powerpoint</div> <div>Hindi Typing</div> <div>English Typing</div>
EDUCATIONAL QUALIFICATION	<div>➤ B. COM Passed from Delhi University in 2010.</div> <div>➤ 12th Passed from C.B.S.E. Board in 2006.</div> <div>➤ 10th Passed from C.B.S.E. Board in 2004.</div>
PERSONAL PROFILE	<div><div>Father Name</div><div>:</div><div>Sh. Ram Prakash</div></div> <div><div>D.O.B</div><div>:</div><div>27th June 1987</div></div> <div><div>Language Known</div><div>:</div><div>Hindi & English</div></div> <div><div>Nationality</div><div>:</div><div>Indian</div></div> <div><div>Marital Status</div><div>:</div><div>Married</div></div>
<div>Date:</div> <div>Place:</div>	<div>(Signature)</div>