



# YOGESH PAL

## DTP Operator

### Personal info

D.O.B : 05/11/1998

✉ yogeshpal458@gmail.com

☎ 6394547005

📍 Matiyari, Chinchhat, Lucknow U.P.

### Hard Skill

- M.S. Word
- PowerPoint
- Typing (Hindi/English)
- Corel draw
- Math Type (Equations)
- Draw Images
- Canva
- InDesign
- Basic Knowledge Illustrator
- Basic Knowledge Photoshop

### Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

### Education Background

- Master Degree in M.A. (Political Science)  
from Dr. Ram Manohar Lohiya Awadh University.  
Pursuing-
- Bachelor Degree in Art.  
from Dr. Ram Manohar Lohiya Awadh University.  
Completed in 2022
- ITI (Stenographer & Secretarial Assistant)  
Completed in 2018
- Intermediate (U.P) BOARD  
Completed in 2016
- High School (U.P) BOARD  
Completed in 2014

### About Me

I am a skilled DTP Operator with 2+ years of experience publishing House. Achieved zero errors and complaints by paying exceptional attention to his work. Successfully managed multiple tasks to meet tight deadlines. Accomplished notable achievements such as leading a cross-functional team for a renowned global brand project. Excited to bring my technical expertise, strong problem-solving skills, and passion for design to contribute to a dynamic and innovative company.

### Professional Experience

#### Graphic Designer (Freelancer)

Vidyashri Classes 2023 – Present

Key responsibilities:

- Create Daily post for Social Media.
- Create PPT.

#### DTP Operator

Testprep Publication Pvt. Ltd. 2023 – Present

Key responsibilities:

- Create a Content for competitive Books.
- Design Cover page.
- Team Lead.
- Draw Images on Corel Draw and using MathType Equations for maths books.

#### Computer Operator

Edugorilla Publication Pvt. Ltd. 2022 – 2023

Key responsibilities:

- Create competitive exam books.
- Create a Novel Books.
- Worked on online portal for mock test
- Other related works like Typing, Formatting, Composing.

#### Secretarial Assistant

Allhabad Public School 2021 – 2022

Key responsibilities:

- While working in school, I managed files and did coordination work and also did the work of computer operator very efficiently.

### Achievements

2023 Certificate of Appreciations  
(Edugorilla publication)

- Met daily production targets by efficiently organizing workload and prioritizing tasks.