



Shivani Sharma

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OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

EXPERIENCE

2022 -

- **DTP Executive**
Edugorilla Pvt Ltd
 - Manage the production of high quality printed and digital materials including books magazines and other publications.
 - Prepare text images and graphics for publication layout consistency and brand standards.
 - Ensure proper formatting and file optimisation for both print and online mediums.
 - Troubleshoot technical issues related to publication software and printing machinery.

EDUCATION

2015

- **Matriculation**
CBSE Board
68.7

2017

- **Intermediate**
CBSE Board
78

2020

- **Graduation (B.Com.)**
Lucknow University
68
- **Post Graduation (M.Com.)**
Awadh University
Pursuing

SKILLS

Clear verbal and written communication for effective collaborations and client interactions.



Proficient in relevant tools, softwares and technologies to enhance job performance.



Ability to adjust to new environments and embrace change with resilience.

80%



Collaborate effectively with colleagues to achieve common goals.

80%



HOBBIES

- Watching movies and web series and listening to music.

TECHNICAL SKILLS

- PDCA (Professional Diploma in Computer Application)
- CCC (Course on Computer Concepts)
- Knowledge of MS word, Excel and PowerPoint
- Desktop Publishing (DTP) Software: Corel draw, Adobe InDesign, Photoshop, Illustrator.
- Layout design and Type setting.