

SUGANYA D

Senior Document Specialist

Contact



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No:40/27 Annamalai Nagar,
2nd street, West mamalam,
Chennai - 600033.

Skills

- A creative approach to problem solving
- Self-motivated and determined
- Adaptable and flexible
- Team work
- Leadership
- Time management
- Honesty and integrity

Software

MS PowerPoint

MS Excel

MS Word

Typing 60 WPM

Languages



English



Tamil

Hobbies



PROFILE

As a **Senior Document Specialist**, it is our responsibility to support the ongoing improvement and maintenance of a process for presentations and proposals that results in high-quality, accurate, and visually appealing presentations and proposals that meet or exceed the needs of internal and external parties.



JOB DESCRIPTION

- Create original graphic content for PowerPoint slides and Excel charts
- Setting up for meetings / PowerPoint presentations through requests
- Produce high-quality PowerPoint presentations according to the brand standard within tight deadlines
- Maintain the firm's brand and adhere to standard formatting
- Manage various resource databases
- Build and troubleshoot template Word documents



EDUCATION

71% | Bachelor of Science in Computer Science
SRI MUTHUKUMARAN ARTS & SCIENCE COLLEGE | **2018**

72% | HSC
DR. K.K NIRMALA GIRLS HIGHER SECONDARY SCHOOL | **2015**

82% | SSLC
DR. K.K NIRMALA GIRLS HIGHER SECONDARY SCHOOL | **2013**



WORK EXPERIENCE

RR Donnelly
Document Specialist | May 2019 – Feb 2021

Williams Lea
Document Specialist | March 2021 – June 2022

RR Donnelly
Senior Document Specialist | June 2022 – Present