# MUKUND P. JADHAV

## Personal Details

Mobile : +91 998 739 0925

Date of Birth : 30th Jan 1983

Email : mukundrajput7@gmail.com

## Career Objective

Senior Graphic Design Specialist with 6+years of experience in the management of the complete design process, Skilled with Adobe Creative Suite (Illustrator, Photoshop, InDesign), Microsoft office Suite and web design applications, UI UX Design Able to stretch the boundaries of web/graphic/UI/UX design to help my client's brands stand out.

## Work Experience

**Arena Animation Akurdi, Pune.** *March 2019 - Working*

Arena Animation is the Animation & Multimedia education arm of Aptech Ltd. Over the past 23 years, Arena Animation has trained more than 450,000 students. The company is headquarter in Mumbai, India and has education centers in over 20 countries around the world.

**Post – Trainer**

*Responsibilities and achievements:*

* Graphics and web Designing, UX/UI
* Teaching, conducting various session as per given schedule.
* Maintaining Attendance record, exam schedule and developing portfolio of students
* Conduct seminar for promotion and branding activities
* Parent Engagement about students Progress.
* Supporting Business development team for Product knowledge development.

**Tool-e-byte, Nasik.** *Oct. 2017 – Feb. 2019*

Tool-e-byte also offers solutions that create a high level of efficiency through automation. These solutions are available for different industries, such as publishers or operators of online shops. The focus of the team lies in the area of "content" - from the development of software solutions through content to complete customer support.

**Post – Team Lead**

*Responsibilities and achievements:*

* Team handling with various projects.
* Setting up of the new project and their workflow. E.g. Epub, Photo-Retouching.
* Coordination with German team (Workspace allocation, Feedback sharing, etc.)
* Processing data and data conversion, performing quality checks, to gain more business to ensure that the monthly targets are achieved in the given timelines.

**Datamatics Global Services Ltd, Nasik** *Feb. 2011 – May. 2017*

Datamatics is a global Information Technology (IT) and Knowledge Process Outsourcing (KPO) organization focused on delivering smart, next-generation business solutions that help enterprises across the world overcome their business challenges.

**Post – Sr. Executive**

*Responsibilities and achievements:*

* Xml Developer, Work on xml files
* Assure to process 100% quality output to the clients.
* Vendor Coordination (Workspace allocation, Feedback sharing, etc.)
* Processing data and data conversion, performing quality checks, to gain more business to ensure that the monthly targets are achieved in the given timelines.

**ICICI Bank, Mumbai** *Mar. 2008 – Mar. 2010*

ICICI Bank is India's largest private sector bank; it offers a wide range of banking products and financial services for corporate and retail customers through a variety of delivery channels and specialized subsidiaries in the areas of investment banking, life, non-life insurance, venture capital and asset management.

**Post – Sales Executive**

*Responsibilities and achievements:*

* Opening Special Saving account for the trust, Societies, NGO etc.
* Following KYC for Account opening and form fillings
* Follow Up with clients for CASA, FD and other investments.

**Grand Computers, Mumbai** *Nov. 2006 – Nov. 2007*

**Post – Faculty Teacher**

*Responsibilities and achievements*:

* Teaching Students software like Photoshop, Coral Draw, Illustrator, Flash, PageMaker software's.
* HTML, CSS, JavaScript, Dreamweaver.
* Taking exam and revision of the students.

## EDUCATION HISTORY

|  |  |  |
| --- | --- | --- |
| **Degree** | **Institute** | **Year of Passing** |
| B.COM | Mumbai University. Maharashtra | 2003-2005 |
| H.S.C. | D.T.S.S Collage of Commerce Mumbai, Maharashtra | 2001-2002 |
| S.S.C | S.M.V.M School Goregoan Mumbai. Maharashtra | 1999-2000 |

## PERSONAL COMPETENCIES

* Ability to work in a fast-paced environment to set deadlines
* Excellent oral and written correspondence with an exceptional attention to detail
* Highly organized with a creative flair for project work
* Enthusiastic self-starter who contributes well to the team
* Strong analytical and problem solving skills
* Readiness to invest efforts irrespective of barriers

## COMMUNITY INVOLVEMENT & RECOGNISED ACHIEVEMENTS

* 2015 Successfully Participated Six Sigma White Belt Project
* 2014 Excellence in execution Award for the year 2013-2014.

## OTHER SKILLS AND CERTIFICATES

**Computer Skills:**

* Adobe Photoshop, Illustrator, Indesign, XD, Coral Draw.
* HTML5, CSS, Bootstrap, JS, XML, XSL, DTD, WordPress.
* Red hat Linux 6.0

**Work as freelancer on below site as UI Developer**

* http://www.centurionconsulting.ae/; HTML/CSS/JS
* http://mojobars.com/; HTML/CSS/JS
* http://www.mitrhospital.com/; HTML/CSS/JS
* http://www.mitrhospital.com/ HTML/CSS/JS

**Language Skills:**

* Marathi – (Native Tongue)
* Hindi, English - Advanced (reading and writing skills)

## INTERESTS AND ACTIVITIES

* Reading, Drawing, PC-Games.

I hereby declare that the information mentioned above is true and correct to the best of my knowledge and belief.

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Mukund Jadhav.

Date: