

## **Mr. Santhosh D'Souza**

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Hamad Town, Hamala

Kingdom of Bahrain



### **OBJECTIVE:**

Looking for a challenging career opportunity to obtain a full time position which offers a professional working environment and enables me to be an effective member in a growth oriented organization, to utilize and improve my skills and experience.

### **Graphic Designer cum Office Admin in Classic Kennel - Hamala, Bahrain (2018-till date)**

- Manage the Graphic Design Department.
- Providing design and marketing solutions to our clients in a high-demand environment.
- Designs for postcards, banners, posters, business cards, flyers, and other print media.
- Generate digital layouts using Illustrator and Photoshop to create aesthetically appealing visual content.
- Photography & Videography.
- Video & Audio Editing the files.
- Uploading files to Website, YouTube, Instagram and Facebook.
- Selling pet Animal food and Accessories.
- Well-versed in transcribing and typing dictation of letters and memorandum.
- Special talent for receiving, answering and forwarding telephone calls.
- Proficient in maintaining appointment calendar.
- Able to compile information and prepare a wide variety of reports.
- Proficient in standard Email and Internet operations.
- Excellent interpersonal and communication skills.
- Effectively works collaboratively with co-workers, supervisors, and juniors.

### **Souza Enterprises (Internet Cafe Owner), BC Road- Mangalore, India (2013-2018)**

- Assist customers when they have trouble or questions using computer software's such as Microsoft Office, Adobe software's and all software's that are being used in the cyber cafe.
- Designed and produced a variety of interior and exterior signage such as banners, flags, decals, vehicle graphics, window and door graphics, business cards, wedding invitations.
- Skilled with Adobe Creative Suite (Photoshop, Illustrator), Edius Video Editor and Microsoft Office.
- Developed numerous marketing programs (logos, brochures, newsletters, info graphics, presentations and advertisements) and guaranteed that they exceeded the expectations of our clients.

- Editing the video and audio files.
- Make arrangements for tours, including but not limited to tourist attractions, transport, accommodation, and car rentals.
- Provide services such as encoding, printing, downloading and all other operations provided by the cafe.
- Develop strategic and operational plans for managing execution and measuring results of cyber.
- Maintain cyber environment clean, safe and inviting for customers.
- Respond to customers who encounter error messages from accessing sites, emailing or downloading content, printing and encoding.
- Processing online applications of new passports, passport renewals, child, lost, passport applications and Pan Card applications.

### **Video Editor & News Anchor in V4 News Channel Mangalore, India (2010-2013)**

- Understand the client requirement and schedule the project accordingly.
- Learn new technology whenever required in the project.
- Scheduling and organizing weekly status meeting.
- Maintaining all project related documents.
- Attend the daily status call with the client.
- Preparing the Konkani news script.
- Editing the video for news, advertisements and other sponsored events.
- Anchoring Konkani, Kannada and English news.
- Editing the advertisements, scrolling lines and special packages ads.
- Work with team in Event management.

### **Technical Skills:**

- MS Office Suite (Word, Excel, Access, PowerPoint, Outlook)
- Adobe Creative Suite (Photoshop, In Design, Illustrator, Fireworks, PageMaker)
- Edius
- Swis Max
- Sound Forge
- Autodesk Maya

### **EDUCATION:**

- PG Diploma in 3D Animation & Rigging from Animate School for Animation, Mangalore, India - 2010
- B.Com from Venkataramana Swamy College, Mangalore, Karnataka, India -2009
- Pre-University from Carmel Convent Composite College, Karnataka, India -2006
- SSLC from Deepika High School, Bantwal, Mangalore, Karnataka, India -2004

### **CO-CURRICULAR ACTIVITIES:**

- NSS Volunteer for 3 years
- Participated and won in various activities like Sports and inter college competition.
- Core committee member of athletics team in high school.
- Participated and won in Inter School / College Level Volleyball.

### **Leadership Skills:**

- Ability to lead and motivate others.
- Skill of agility and adaptability.
- Ability to work under pressure, individually and closely with others to accomplish assigned goals.
- Display high level of integrity and honesty.
- Good interpersonal skills and professional expertise.
- Ability to learn new technologies and techniques.

### **PERSONAL DETAILS:**

Date of Birth	:	18 <sup>th</sup> October 1988
Marital Status	:	Married
Languages Known	:	English, Hindi, Kannada, Tulu and Konkani
Passport No	:	J3679412
Nationality	:	Indian
Permanent Address	:	“Leo” Viraje House Kallige Post Bantwal Tq – 574219 Karnataka, D.K Mangalore, India

### **Declaration :**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Bahrain  
Date:

Signed by  
  
Santhosh D’Souza