

Subalakshmi T

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CAREER OBJECTIVES:

To get a good position in a Progressive company to implement my knowledge, ideas, and skills with my creativity and to grow along with the organization.

SUMMARY:

- Have 3 years of experience as a Paginator in word processing, desktop publishing, and digital typesetting.
- printed pages are usually produced by outputting an electronic file to a printing device, such as a desktop printer or a modern printing press. These electronic files may be Microsoft Word, PDF files.
- Good work experience tools MS-office (Excel, Word, PowerPoint), Adobe InDesign.
- Willing to learn and adapt to new challenges.

PROFESSIONAL EXPERIENCE:

- **DESKTOP PAGINATOR** July 2019 to October 2022
Folio TS, Pondicherry
 - Reviewing the text, graphics, or other materials created by writers and designers.
 - Editing the graphics, such as photographs or illustrations
 - Importing text and graphics into publishing software
 - Integrating images and text to create cohesive pages.
 - Adjusted text properties, such as size, column width, and spacing.
 - Revised layouts and make corrections as necessary.
 - Submitted or uploaded final files for printing.

SKILLS

- Adobe InDesign
- Publisher
- HTML
- Packages: MS Office, Excel
- Power BI – beginner
- TYPEWRITING SKILL - Higher Pass
- Platform: Windows 8.1 & above.

ACADEMIC CREDENTIALS:

- **BCA** - Pondicherry Institute of co-Operative Management, Pondicherry (2019).

WORKSHOP TRAINING

- Soft Skills (ITC ACADEMY)
- Mobile Application development

PERSONAL SKILL

- Self-confident
- Quick Learner
- Leadership skill
- Hard worker

PERSONAL DETAILS

- **Husband Name** — Padmanaban A
- **Date of Birth** — 25-Jun-97
- **Gender** — Female
- **Marital Status** — Married
- **Nationality** — Indian
- **Religion** — Hindu
- **Language** — Tamil, English.

DECLARATION

I declare that the information mentioned here correct and complete to the best of my knowledge.

Date:

Yours Faithfully,

Place: Chennai

(Subalakshmi. T)