



JYAKUMAR

Sr. Document Production Associate

CONTACT



+91 9952914183



jayekumar5785@gmail.com



35/38 Sivalingam street
Thiru vi ka Nagar, Ch-82

PERSONALITY

- ✓ Communicative
- ✓ Punctuality
- ✓ Creativity
- ✓ Organized

SOFTWARE SKILLS

Power Point	●	●	●	●	●
Word	●	●	●	●	●
Excel	●	●	●	●	●
Visio	●	●	●	●	●
Illustrator	●	●	●	●	●
Photoshop	●	●	●	●	●

LIKES



Cricket



Shuttlecock



Cooking



TV

EDUCATION

2009 - 2012

University of Madras, Chennai
B.COM

2012 - 2014

PULC, Loyola. Chennai
MBA, (Finance)

WORK EXPERIENCE

Williams Lea Tag

03. 2015 to Still Now

SDPA

Responsibilities:

- Apply creative layout solutions to presentation slides.
- Translate business language, processes and more into engaging visual applying.
- Execute complex and ambiguous edits with minimal direction.
- Host creative briefs that capture the business challenge, build timelines and communicate with client.
- Responsible for making high end Business Presentations, Formatting of existing Presentations, creating Branding templates, Infographics
- Hands on experience in Animation and Infographics
- I was also involved in the process of making marketing materials like brochures (Basic), Flyers, Logo creation
- Having a working knowledge in Icons, all types of Charts etc.
- Contribute to the success of the team and assist in improving the overall customer's experience
- Responsible of developing team processes that promote efficiency and professional formatting skills
- Using various other packages as required by the client including Visio, PDF etc.

RR Donnelley

03. 2013 to 03 2015

DS

Responsibilities:

- Converting non in-house documents into house style
- Providing an expert PPT and Word, Excel support function to the Clients
- Producing and amending correspondence, documents, reports, deeds, etc. from a variety of sources, in house style and in line with the corporate systems and amending PowerPoint presentations, organizational charts, mail merges and Excel spreadsheets and graphs
- Proof reading and checking documents that have been produced to ensure they are correct,
- Creating template and slide background designing in PowerPoint responsible for communication with Client Manager regarding QC related issues/unavoidable delays during execution of the job and the accurate & quality completion of edits as instructed by the client & taking care of the work produced in terms of consistency.

JAYAKUMAR

Sr. Document Production Associate

CERTIFICATION

- CSC Diploma in MS-Office (2009)
- Skills ERP Package Tally (ERP9)



AWARDS

- Raising Star Award
- Client outstanding Award
- Client Focus Award



LANGUAGES

English ● ● ● ● ●

Tamil ● ● ● ● ●



PERSONAL INFORMATIONS

My name is Jayakumar and I am the first son for my parents.

I am I live in Thiru-vi-ka Nagar and my native place Chennai

My first company RR Donnelley beautiful plat form in my life, and very good team in my growth and

My second company Williams lea tag joined as document specialist. **Six Years Plus** of presentation experience looking to secure an **SDPA** position with Williams lea tag India company.



Date of Birth : 05 July 1985

Gender : Male

Marital Status : Married

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge.

Place: Chennai

Date:

Yours Best,

T. Jayakumar