NIKHIL KUMAR

+91 98 7123 7180   Nikhil.kumar058@gmail.com

OBJECTIVE

Confident and self motivated individual with 4+ Years of auto industry experience, pre-eminent knowledge of operations and looking for a position where my skills can be effectively utilized and improve eventually leading to contribution in the growth of an organization.

WORK EXPERIENCE

06/2019 – 03/2020	DTP Operator	DTP Labs- Ltd, (Delhi)

Managing a Portfolio of Graphics and manages expectations of client across all over india. Responsible for day to day operations and life cycle events relating to transactions, and act as an interface between the parties.

- Change the format of file as per requirement of organization
- Working on a design brief from the client or designer
- Using DTP software to produce a layout for each page of publication
- Selecting formatting, such as the size and style of type, column width and spacing and colours
- Scanning and editing photographs and other images
- Producing graphics such as diagrams, charts and tables
- Re-sizing design elements to fit the page
- Making sure images are positioned near the relevant portion of text
- Translation process
- Team Management- Providing direction, motivation, & training to new team members for ensuring optimum performance for all operations & Monitoring & evaluating the performance of new hires.

08/2015 – 06/2019	Computer Operator	Maruti Suzuki ltd (Gurugram)

- Development of user manuals in flipbook format with reference to engineering drawing, on vehicle check and engineering confirmation.
- Updating Owner's Manual as per new design, variants, existing features and as per applicability like export and domestic market.
- Working very closely with engineer, product support, manufacturing and other authorising personnel to gather the necessary information.
- Management of multi languages translation procedure.
- Preparations of all technical documentations related to project.
- Maintain the inventory reports and stock management.
- Introduced Adobe Illustrator and Photoshop tools for manual creation.
- Added professional graphics to the group's operator manuals, using line art and photography to improve customer usability.
- Substantially increased production on multiple lines while maintaining high quality.
- Responsible for the development, design, and layout of a variety of technical illustrations.
- Designs and create visual representations for the products and services offered.
- Performed daily quality checks of colleagues work to verify all standards and procedures were adhered.
- Trained and mentored new employees in company procedures and Adobe Illustrator.

ACADEMIA

- Diploma in web designing and multimedia course,2012, New Delhi
- B.A Graduated from Delhi University, 2015, New Delhi
- Senior Secondary : Senior secondary school, 2012, New Delhi, (CBSE)

TECHNICAL SKILLS

- Application used - Adobe Illustrator, Adobe Frame Maker, Adobe InDesign, Adobe Photoshop, Adobe Acrobat, Photoshop, Acrobat, Indesign illustrator, Framemaker etc.

- Operating Systems - Windows XP,7/8 , Citrix, MS office etc.

CORE COMPETENCIES

- Ability to connect to people & work in a team.
- Efficient use of MS Office tools, namely MS Word, MS Excel & MS PowerPoint
- Well organized, strong work ethics and willingness to work hard to achieve employer objectives.
- Effective communication, leadership qualities and analytical skills.
- Grasping new technology in short span of time.
- Good debugging and problem localizing capabilities.
- Willingness to put in extra efforts to meet deadlines.

PERSONAL DOSSIER

Date of Birth   - 17th September 1993

Permanent Address   - House No. WZ-74, Om Vihar, Phase-4, Uttam Nagar West, New Delhi-110059