KULDEEP RAWAT

DTP OPERATOR

H.No. 439, Pratap Vihar Part - II,
Nangloi, New Delhi -110086

8800423150

deepurawat204@yahoo.com

OBJECTIVES

To avail the opportunities given to me and add depth to my knowledge by taking challenging assignment and I wish to continue significant work towards the growth of the organization which will help me in achieving the goal that I have set for myself.

STRENGTH

Self-Motivation and ready to tackle any challenge, exceptionally strong team work skills.

EDUCATIONAL QUALIFICATION

B.A. (Pass) From School of Correspondence Courses and Continuing Education, Delhi University in 2004.

SOFTWARE KNOWLEDGE

- Adobe Pagemaker 7.0, Corel Draw X6, Photoshop CS6 , Indesign CS6, Math Type 4.0.
- English & Hindi Typing with the speed of 45 w.p.m.
- Also have the knowledge of Internet & Scanning.
- Basic knowledge of Software and Hardware.

PROFESSIONAL COURSES

- Seven Month Diploma Course in Desk Top Publishing (D.T.P) from BICT Computer Institute, Nangloi, Delhi.
- Two Month Diploma Course in Indesign CS3 from BICT Computer Institute, Nangloi, Delhi.
- Four Month Diploma Course in MS-Office (M.S-Word, M.S-Excel, M.S-PowerPoint, Internet) from BICT Computer Institute, Nangloi, Delhi.

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WORKING EXPERIENCE

1.

Organisation	:	**HOLI FAITH INTERNATIONAL P. LTD. (MBD GROUP)**
Duration	:	From Feb.2010 to November.2012
Designation	:	DTP Operator

2.

Organisation	:	**PP Publication Pvt. Ltd. (Publishers of Educational Books)**
Duration	:	From Dec.2012 to May.2015
Designation	:	DTP Operator

3.

Organisation	:	**EXPRESS KCS (Advertising Company)**
Duration	:	From July.2015 to December, 2016
Designation	:	Indesign Operator

4.

Organisation	:	**ROMA PRESS**
Duration	:	From Jan.2017 to till date.
Designation	:	DTP Operator

JOB RESPONSIBILITIES

Typing in (English, Hindi & Math) and making Styles for setting of Books in PageMaker, Indesign, and Corel Draw. Making soft proof and Error checking in Proofs. Cut outs of photos and finalize books (EPS/PDF) for printing.

PERSONAL PROFILE

Date of Birth	:	23-11-1983
Father's Name	:	Shri Jaipal Singh Rawat
Salary	:	As per company rule
Language Known	:	English and Hindi

DECLARATION

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

Date:

Place: New Delhi

(KULDEEP SINGH RAWAT)