

## SHIKHA SHARMA

**Address:** B-62 Lajpat Nagar  
New Delhi 110017

**Mobile:** +91 9716240288  
**Email:** shikhi05@gmail.com

**Career Objective:** Be part of a dynamic and innovative team of Creative designers in generating top-notch designs that delight customers.

### **Academia:**

- ↳ Certified Course of **Flash Animation & Basic Scripting** and **Adobe Photoshop & Image Edit** from Arena Animation, Moradabad in (2014)
- ↳ **Master of Journalism & Mass Communication** (2011-2013) from TEERTHANKER MAHAVEER UNIVERSITY.
- ↳ **Graduation** from Hindu College (M.J.P.Rohilkhand University Bareilly), MORADABAD in 2011.
- ↳ **Intermediate** from P.D.A.K Inter college (U.P Board), MORADABAD in 2008.
- ↳ **High School** from P.D.A.K Inter college (U.P Board), MORADABAD in 2006.

### **Technical knowledge:- Experience to Using Software**

Name of the Software	Level of experience/Version
MS-OFFICE(Word,Powerpoint)	Intermediate / 2013,2007
Photoshop	Advanced / CC,CS2,CS5,CS6
Corel	Advanced / X7,X5
Adobe illustrator	Intermediate /CS6,CC
Pagemaker	Beginner/ 7.0
AdobePremiere	Beginner/ CC
Flash	Beginner/ CS5

### **Work Portfolio Link:-**

<https://www.behance.net/shikhi0578c4>

### **Professional Experience:-**

**Working as “Creative Designer” in PURRPLE ORRYX (Safdarganj Enclave) from Sep 2017 to Present.**

#### **Job Responsibilities:**

- Providing graphical support to Digital Marketing Team for Social media.
- Involve in all types of 2D designs for Events,Print and Web.
- Creates Websites on Wix platform.
- Helping the Technical Team for finalizing websites layout and designing. and Beautifying the Powerpoint presentation.
- Creating and Maintaining PPT for monthly reports.
- Communicating by email with Client's.

#### **Projects Undertaken:**

- <https://middleeast.cummins.com/>

**Creates all types of Graphics related to events and promotions.**

- <https://www.vishtech.co/>

**Creates Newsletters, Landing Page Layout, Brochure.**

- <https://fabyland.ae/uae/>

Creating Hoardings, Flyers, Web Banners and Facebook Post.

### **Past Experience:-**

Worked as Graphic Designer in OPENERS CREATIVE AGENCY LLP (Netaji Subhas Palace New Delhi) from June 2016 to Aug 2017.

### **Job Responsibilities:**

- Providing graphical support for Videos, Blog, Websites & Social media.
- Involved in designing **advertisement, Flyers, Banners, Logos, Business cards & online Graphics.**
- Reporting the project status to the clients.
- Producing accurate high-quality Design work.
- Communicating by email with Client's.
- Creating and Maintaining PPT for monthly reports.

### **Projects Undertaken:**

- <http://www.parallaxflooring.com/>

Design web banners & also maintain facebook post.

- [www.southwestshowcase.com](http://www.southwestshowcase.com)

Working on Banner & Instagram Post.

- [www.tipputsgrill.com](http://www.tipputsgrill.com)

Creating menu, Flyer & Facebook Posts.

- [www.elusivesoles.com](http://www.elusivesoles.com)

Creating Banner, Flyer & Standby.

- [www.berkenbaseball.com](http://www.berkenbaseball.com)

Creating Flyers & Logos.

- <http://www.moochuuf footwear.com/>

Design Facebook Banner and Logo.

- <http://snehsthali.com/>

Creates Banner, Flyers, Hoarding, Logo, Visting Card and all study materials.

- <https://www.facebook.com/TheClassroomPub/>

Creating menu, Coaster, Mailers, Invitation and Facebook Page.

- <http://www.iboxims.com/>

Creating Hoardings, Flyers, Web Banners and Facebook Post.

**Worked as Jr. Graphic Designer in Axis Communications (Lajpat Nagar New Delhi) from May 2015 to June 2016.**

**Job Responsibilities:**

- Create **Backdrop, Hoardings, Broachers, Panel, Podium, Cubical tower, Pole bunting, Logo & Invitation cards etc.** for our Government & Coporate clients. And also create Display Ads for our Special Clients.
- Generating Monthly, Half Yearly reports for Conferences Proposals.
- Reporting the project status to the clients.
- Helping the Event Development Team in finalizing proposals for new Conferences clients.
- Creating Collage & CD's of Event Data at the need of Client's.
- Creating and Maintaining Client's Events Data.
- Creating Creatives and Maintaining the Social media site of <http://www.axisevents.in> & <http://www.ncuiauditorium.com>
- Creates PPT for tenders Presentations & Conferences Proposals.
- Creating mailers for Facebook, Twitter, Linkedin etc.
- Edit & Maintain the videos of events.

**Me Around Social Network:-**

Facebook : <https://www.facebook.com/shikha.sharma.73>  
Twitter : [https://twitter.com/shikhi\\_cool](https://twitter.com/shikhi_cool)  
Google Profile : <https://plus.google.com/u/0/+ShikhaSharma05>  
Linkedin : <https://www.linkedin.com/in/shikha-sharma-74177352>

**Hobbies:-**

- Listening music
- Drawing
- Cooking

**Key Personality Skills:-**

- Good communication skills.
- Excellent Graphics Software Knowledge.
- Effective as a team player as well as an individual performer.
- Have good inter-personal skills.
- Good decision taking ability.
- Always looking to discover new things.
- Positive Attitude.
- Ready to learn new things.
- Capacity to work unaffected by pressure.

**Personal Forte:-**

Father's Name : Shanti Swaroop Sharma  
Mother's Name : Uma Sharma  
D.O.B : 5<sup>th</sup> November 1990  
Nationality : Indian  
Gender : Female  
Languages known : English, Hindi  
Permananent Address : C-110 Harpal Nagar, Moradabad-244001