



# Jaya Gupta

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## Experience

**16/09/2019–Till Date**

Graphic Design • Senior Graphic Design • Pankaj Groups ,  
Tulsi Ayurved Sewa Sansthan

- Lead in the design, development, and implementation of the graphic, layout, and production communication materials
- Delegate tasks to the 3 members of the design team and provide counsel on all aspects of the project.
- Supervise the assessment of all graphic materials in order to ensure quality and accuracy of the design.

**01/08/2017–Till Date**

Graphic Design • Executive Graphic Design • Pankaj Group

- Developed numerous marketing programs (logos, brochures, newsletters, infographics, presentations, and advertisements) and guaranteed that they exceeded the expectations of our clients.
- Managed up to 5 projects or tasks at a given time while under pressure to meet weekly deadlines.
- Recommended and consulted with clients on the most appropriate graphic design options based on their overall marketing goals.
- Created 30+ design presentations and proposals a month for clients and account managers.


B-66 Gazipur  
Village,  
Delhi-110096



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@Gmail.com



Senior Graphic Design Specialist with 3+ years of experience in the management of the complete design process, from conceptualization to delivery. Expert at interdepartmental coordination and communication. Skilled with Adobe Creative Suite (CorelDraw, Photoshop, InDesign), Microsoft Office Suite, and Office applications (digital storytelling to help my client's brands stand out.


### Education

#### **Delhi University, Delhi**

- B.A. FINE ARTS / GRAPHIC DESIGN- 2017
- 12<sup>th</sup> Govt School- 2014
- 10<sup>th</sup> Govt School- 2012

### Role & Responsibilities – Tulsi ayurved sewa Sansthan

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- Prepare Bills, Invoices, Purchase records, Debit & credit notes.
  - Maintain Bank statement and record cash expenses.
  - Update client's enquiry. Like India Mart , Trade India
  - Responds to mails, customer calls for query and orders.
  - Maintain samples, update stock and coordinate with other department.
  - Build report with the customers, handling walk-ins clients, whenever required.
  - Create order sheet, Update Samples, Dispatch register and other files.
  - Order management & Inventory manage (like
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Online Sales in Amazon, flip kart, Snapdeals & Other Ecommerce platform).

- Tracks Order supply inventory and approves supply orders.

### Hobbies

- Listening Music
- Cooking

### Personal Profile

*Father's Name* : Shri Ramanand Gupta

*Date Of Birth* : 12<sup>th</sup> March 1996

*Marital Status* : Single

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*Language Known* : English and Hindi.

*Current CTC – Rs. 2.4 Lacs P.A.*

*(Jaya Gupta )*

*Place / Date*

