



ANIT ROY



A self motivated, target oriented, and time bound person looking for a challenging opportunity to start my career and grow with the company.

Address

Room No- A-15-03
The ARC, Persiaran Bestari,
Cyber 11, Cyberjaya- 63000,
Malaysia

Permanent Address

Konark Enclave, Sector 17-D- 708,
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Uttar Pradesh, 201012
India

Contact

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Phone: +918287022155 (India)



My Skills

In what I am good .

Software

Microsoft Office
Corel Draw
Adobe Photoshop
Adobe Premiere Pro
Adobe Flash

Adobe After Effects
Final Cut Pro
Avid Media Composer
Dream Weaver
Autodesk Maya

Hobbies

Photography
Travelling
Designing with graphics



Education

My academic.

Limkokwing University of
Creative Technology,
Malaysia
(June 2014-December ' 2015)

MBA Communication and Public Relation.

Karunya University,
India (2010-2013)

Bachelor of Science in Visual Communication



Employment

My work experiences

CNN IBN Noida ,India
(June '2011- 1 month)
Social Media Intern

Working With Coordination Department, assisting
assignment in chasing feeds, listening bites, putting
verbatim & talk with reporters for quick information.

CNN IBN Noida ,India
(June '2012- 1 month)
TV Development Intern

With Camera Department, assisting with camera man for
Live, Fake live, Vox-Pop and Interview.

Suban Printers, India
(May '2013-February'
2014); Graphic
Assistant

- Designed and produced exclusive power point
- Colour consultancy, customer service, tinting and preparation of paint, professional paint advice.



Employment

- Graphic Design. Graphic Design includes billboards, advertising, brochures and reports.
- Designed patterns for screen printing.
- Helped in designing Logos, Business Cards and Letter Head.

Limkokwing University of
Creative Technology,
2014 December- Current.

Communication Assistant

- Working with Bursary Department as Bursary Assistant, assisting regarding payments, collection, contacting Embassy and being a mediator between Finance Department and Students and solving their issues.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling; initiating, coordinating, and enforcing systems, policies, and procedures
- Ensure the solvency and financial stability of the University.
- To provide an effective student debtors management system that ensures maximum revenue collection in each given period. Coordinate office exercises, oversee data and facilitate internal operations.
- Assists with the coordination and facilitation of special events, meetings, and activities for the purpose of ensuring these activities are well planned and operate smoothly.



Achievements

Topper of the class for continuous 6 semesters, during B.Sc.

Got best project award for Half Semester Project (Final Thesis).

Selected as Cultural and Sports Secretary for the year 2014-2015 in Church's Students body (MGOCSM).

Got Distinction in MBA



Personal Details

Date Of Birth : 12th March 1992

Nationality : Indian

Passport No : J8657541

Language Known : English, Hindi, Urdu, Malayalam and Tamil

Declaration:

I hereby declare that the above-mentioned are true to the best of my knowledge.

Place: Cyberjaya

Date:

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