**Curriculum Vitae**

**Bal Kishan** **H. No. 3493/A, NARANG COLONY,**

**TRI NAGAR, Delhi-110035**

**E-mail : sainikishan.1789@rediffmail.com**

**Contact No:- 9650091908**

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| **Career Objectives** |

To produce outstanding results for my organization by applying my skills and aptitude which I have acquired throughout my career, and thereby ensure growth of my organization and further enhance my professional growth.

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| **Education Qualification** |

* B.Com (Pass) from Delhi University in 2010.
* 12th Passed from CBSE in 2006.

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| **Technical Skills** |

Done One Year Diploma in Computer Applications and Programming from F-Tec Institute, Delhi.

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| **IT Skills** |

* Expertise in the usage of MS office tools namely MS-Word, MS-Excel, Power Point.
* DTP Software’s Knows : Adobe Indesign, Coral Draw, Adobe Photoshop, Page Maker, Math Type.

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| **Employment History** |

* **IK International Pvt. Ltd.**

Daryaganj, Delhi

**Designation** : **Senior DTP Operator**

**Duration** : July 2017 to till date

* **Disha Publication Pvt. Ltd.**

Malviya Nagar, Delhi

**Designation** : **DTP Operator**

**Duration** : April 2014 to July 2017

* **Delite Enterprises**

Tri Nagar, Delhi

**Designation** : **DTP Operator**

**Duration** : November 2012 to April 2014

* **Prabhat Publishing House**

Pitampura, Delhi

**Designation** : **DTP Operator**

**Duration** : December 2011 to September 2012

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| **Job Responsibilities** |

* Using DTP software to produce a layout for each page of the publication.
* Creating book page layouts, template using Indesign & Pagemaker softwear.
* Producing formatting such as the size, headings, subheadings, text formatting, column width and spacing according to requirement.
* Format and manipulate text, numerical data, charts, image, clip art, figure and other vector graphic elements and prepare them for publication.
* Making sure that each page, and the document as a whole, is uncluttered and well balanced.
* Making sure images are positioned near the relevant portion of text.
* Produce graphic work such as diagram, charts and image tracing in Coreldraw.
* Adjust photo contrast, sharpness, brightness, color correction and other adjustment using Adobe Photoshop.
* Using Math Type software for Mathematics typing.
* Good knowledge of Hindi/English Typing.
* Completes files by checking every aspect thoroughly in order to make it print ready.
* Prepare PDF using Adobe Acrobat Professional, PDF-XChange.
* For project requirement coordination with editorial department and obtain approval of concept or layout from the editorial team.
* Other duties as assigned
* Responsible for all DTP work

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| **Experience Summary** |

More than 8 year experience in Publication as a DTP Operator.

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| **Personal Details** |

Father's Name : Shri. Bharat Lal

Mother Name : Smt. Krishna Davi

Date of Birth : 8th Feb, 1987

Hobbies : Listening to Music, Cricket & Collecting information about new technologies.

Nationality : Indian

Marital Status : Married

Language Known : English & Hindi

**Date**

**Place Delhi (BAL KISHAN)**