AJAY SEHGAL

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**Freelance Designing Portfolio:** [**https://ajdesignmywork.000webhostapp.com/**](https://ajdesignmywork.000webhostapp.com/)

**Website:** [**http://ajdesign.epizy.com/website-designing/**](http://ajdesign.epizy.com/website-designing/)

**Summary**

To emerge as a successful team member in a reputed organization with hard work, Dedication, High Motivation, Dynamism and Integrity.

**Highlights**

* Work well under pressure **•** High standards
* Highly responsible and reliable **•** People person
* Upbeat, friendly and positive **•** Problem solver
* Exceptional interpersonal skills **•** Critical thinker

**Experience**

**Graphic Designer Oct 2020 to Till**

**Prakhar Software Solutions**

**Graphic Designer/WordPress Website designer July 2020 to Oct 2020**

**Working as a Freelancer Online**

* Designing Banners and creative for website
* Designing Branding material i.e. visiting card, flyers etc.
* Creating/Designing WordPress/Wix website as per client requirement
* Re-Designing WordPress/Wix Website for Client as per their requirement
* Creating Magazine design for the advertising purpose
* Creating Advertising for New Paper
* Creating social media post

**Office Manager/Graphic Designer May 2019 to Till June 30th 2020**

**Shahpuri Estate Pvt. Ltd., Janakpuri**

* Managing WordPress website
* Designing Banners and creative for website
* Designing Branding material i.e. visiting card, flyers etc.
* Designing Moc-up designs of the office pre plan designs
* Creating proposal maps for the office infrastructure
* Managing housekeeping work in office community
* Track stock of office supplies and place order when necessary.
* Managing Cafeteria hygiene and managing material needs i.e. stock maintenance.
* Supervise administrative staff and divide responsibilities to ensure performance.
* Submit timely Daily and monthly reports.
* Exhibit a professional attitude, diplomacy and an ability to handle difficult situations.
* Monitor customer satisfaction with surveys, focus groups and comment cards.
* Guide staff to become caring problem solvers, cooperative, accommodating and fair.
* Giving orientation to the newly joined team member/community member.
* Maintain strong relationships with staff and co workers

**Operation Manager/Graphic Designer Oct 2016 to May 2019**

**Fitness Hook (A unit of East Bourne Hotels & properties Pvt. Ltd.) Gurugram**

* Developing promotional activity designs
* Creating/Designing marketing designs i.e. banners, Posters, flyers, kites etc.
* Editing photos and videos of club for website uploads
* Design and create catalogues, booklets and brochure
* Designing magazine and newspaper cover pages for promotional activities
* Creating/Designing branding material i.e. visiting cards, planner cards, trial pass etc.
* Managing/Deigning Facebook and Instagram daily posts designs
* Managing Club Website i.e. contents, photos, design.
* Track stock of office supplies and place order when necessary.
* Connecting with the requester and full fill their requirements.
* Managing housekeeping work in club.
* Taking care of stationary and distribution.
* HR-related documentation, such as contracts of employment, joining and leaving formalities.
* Taking care of the Cafeteria material need and kitchen stuff.
* Recruiting desire candidate for the club
* Co-ordinate with the sales staff for monthly sale target and new offer suggestions i.e. new membership offers etc.
* Co-ordinate with the team (sales & training) for promotional activities i.e. Boot-camps, Canopy promotion, Society promotions etc.
* Responsible for handling the entire club operation.
* Keep track on daily activity of the Club.
* Hold regular staff meetings to keep staff up to date on all aspects of the Club operation.
* Implement a clearly established opening and closing procedure.
* Attend Management meetings and convey all relevant information throughout the Spa & Gym.
* Arrange ongoing in-house promotions and activities to stimulate sales, staff and customers.
* Exhibit a professional attitude, diplomacy and an ability to handle difficult situations.
* Anticipate, identify and ensure customer needs are being met in the best possible way.
* Monitor customer satisfaction with surveys, focus groups and comment cards.
* Develop and deliver credible, competitive, value-plus service to the customer.
* Guide staff to become caring problem solvers, cooperative, accommodating and fair.

**Administration/Operation executive Sep 2014 to June 7 2016**

**Encore Capital Group - Gurugram, Haryana**

* Connecting with the requester and full fill their requirements.
* Checking compliance in transport.
* Taking care of Vendor wise billing.
* Soft-work in Facilities and transport.
* Guest house management.
* Arranging & tracking cabs for pick-up and drops.
* Managing food arrangements for staff and meeting purpose.
* Managing housekeeping work in building.
* Taking care of stationary and distribution.

**Export Executive Feb 2014 to Sep 2014**

**M/S Five Core Electricals Ltd.**

* Pre-Shipment: Preparing Performa Invoice, commercial Invoice , Packing list
* Post Shipment: Preparing Commercial Invoice, Packing List etc.
* Coordinating with the C.H.A. to hand-over the documents.
* Maintaining the Export shipment register.

**Export executive/Desktop support April 2011 to Feb 2014**

**Ahujasons Shawls Wale Pvt. Ltd.(Export Department)**

* Finding the errors in PC and solve them.
* Maintaining PC performance.
* Dealing with the issues like pc not booting problems, PC/laptop drivers related, spyware/malware/Trojan removals.
* Synchronization of Hardware device i.e. printer, external peripherals, routers, modems, fax, scanners, cameras, iPods etc.
* Installation of software like ms office, java etc.
* Installing & configuring of all types Windows 98/ Windows2000/ Windows XP/ Windows 7 as client.
* Good knowledge of PC hardware.
* Assembling PC.
* Install/configuration/maintain then regular updates of antivirus.
* Install configured& troubleshooting of pc hardware components.
* Pre-Shipment: Preparing Performa Invoice, commercial Invoice , Packing list
* Post Shipment: Preparing Commercial Invoice, Packing List etc.
* Coordinating with the C.H.A. to hand-over the documents.
* Maintaining the Export shipment register.
* Preparing Labeling Orders, Artworks, & Label designs.
* Coordinate with labeling suppliers and Buyer’s buying house agent.
* Negotiations with buyer’s buying house agent.
* Doing photo editing of shawls for export purpose.
* Follow-up outstanding payments with Suppliers and banks
* Maintain Export Labeling Register.
* Desktop support

**Back office executive/Desktop support April 2008 to April 2011**

**Ahujasons Shawls Wale Pvt. Ltd.(Back Office)**

* Finding the errors in PC and solve them.
* Maintaining PC performance.
* Dealing with the issues like pc not booting problems, PC/laptop drivers related, spyware/malware/Trojan removals.
* Synchronization of Hardware device i.e. printer, external peripherals, routers, modems, fax, scanners, cameras, iPods etc.
* Installation of software like ms office, java etc.
* Installing & configuring of all types Windows 98/ Windows2000/ Windows XP/ Windows 7 as client.
* Good knowledge of PC hardware.
* Assembling PC.
* Install/configuration/maintain then regular updates of antivirus.
* Install configured& troubleshooting of pc hardware components.
* Desktop support up to client level includes hardware/software problem.
* Installation or configuration of various applications software for ms outlook, mail access, internet explorer.
* Creating & setting profiles to user for customizing desktop.
* Dealing with the issues like pc not booting problems, PC/laptop drivers related, spyware/malware/Trojan removals.
* Good knowledge of Desktop and laptop support (Installing OS, Troubleshooting, installing software and hardware, supporting by remote software etc.)
* Installing, Troubleshooting and Maintaining of computers and Peripherals.
* Installation of Operating Systems Win XP, Win 2007, Win 2008
* Installation of device drivers & hardware components.
* Installation of Computer Software.
* Configuration and Backup of MS-Outlook.
* Antivirus Installation.
* Remote management of Desktops using tools such as Remote Desktop, Team viewer.

**Key Skill**

* Outstanding communication and interpersonal skill
* Excellent organizational and leadership skill.
* Familiarity with the office management procedure and basic accounting principal.
* Vast knowledge of Photoshop / CorelDraw.
* Video Editing (After Effect, Adobe Premier), Sound Editing (Sound Forge).
* 3D Designing (Model designing, animation) (3D Max Software).
* Web Designing (Basic).
* Maintaining and repairing PC from errors/virus/hardware.
* Good knowledge of Desktop and laptop support
* Good knowledge of printer and laser printers.
* Ability to install Software/OS & customization and dealing with virus/booting problem with pc.
* Administration work i.e. guesthouse management, food arrangement, Security etc.
* Transport Admin work i.e. arranging pickup-drops, compliance, Tracking etc.

**Qualification Summary**

* 10+2 From C.B.S.E. Board 2006
* pursuing BCA
* Completed 2½ years Diploma in Computer Multimedia& Web designing course from DICS (An Institute of DOEACC Society).

**Personal Profile**

* Name(Full) : Ajay Sehgal
* Father's Name : Lt. Shri Kishan Chand
* Marital Status : Unmarried
* D.O.B : 12th Jan 1989
* Language Known : Hindi, English, Punjabi
* Permanent Address : 2579, Mandir Lane, West Patel Nagar,

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* Contact : +91-8447149064

**Ajay Sehgal Dated: ................**