

VIVEK SINGH

GRAPHIC DESIGNER & VIDEO EDITOR

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📍 J-103, Ajnara Le Garden, Greater Noida (west)

CAREER OBJECTIVE

To obtain a challenging role as a graphic designer & video editor where I can utilize my technical expertise and creativity to produce high-quality graphic & video content that meets the client's expectations and exceeds their goals.

WORK EXPERIENCE

GRAPHIC DESIGNER & VIDEO EDITOR

Mar 2021-Till Date | Eduork Pvt. Ltd.

- Designing graphics and layouts: responsibility of creating visually appealing designs for a variety of mediums including print, digital, and social media. This involves developing concepts, choosing colors, typography, and imagery, and arranging them in a visually pleasing way.
- Managing multiple projects: I am responsible for managing multiple projects simultaneously, prioritizing tasks, and ensuring deadlines are met.
- Edited and produced video content for various technologies video, including software training videos, promotional videos, and social media content.
- I am responsible for managing and organizing large amounts of digital media files, including raw footage, audio files, and graphics.
- Audio editing: You will be responsible for editing and mixing audio tracks to ensure they sync with the video and sound clear and consistent.
- Collaborated with clients and creative teams to understand project goals and requirements
- Tracked project progress and managed files efficiently
- Completed projects within given deadlines and budgets
- Created custom motion graphics and special effects to enhance the final product

VIDEO EDITOR

Sep 2019- Jan 2021 | Multisoft Virtual Academy

- Edited and produced video content for various technologies video, including software training videos, promotional videos, and social media content.
- Collaborated with clients and creative teams to understand project goals and requirements
- Tracked project progress and managed files efficiently
- Completed projects within given deadlines and budgets
- Created custom motion graphics and special effects to enhance the final product

GRAPHIC DESIGNING & VIDEO EDITING

Oct 2018- Sep 2019 | Freelance

- Worked with multiple clients in various industries to produce video content
- Edited and delivered high-quality videos that met client expectations
- Communicated effectively with clients to ensure satisfaction with the final product
- Managed project timelines and files effectively
- Managed client's YouTube channel, including uploading and scheduling videos, and responding to comments and inquiries.
- Developed content strategy and collaborated with client to create engaging video content that aligned with their brand and goals.

OTHER CLIENT NAME

- Natkhat Shala
- Eons Pvt. Ltd.
- CAD Center
- Expert Inglobe Pvt. Ltd.

EDUCATION

2014

Graduation(B.Sc)

CCS University Meerut

2015-2016

CCC & 'O' LEVEL

DOEACC Society (NIELIT)

2017 -2018

**GRAPHIC DESIGNING, VIDEO
EDITING, WEB DESIGNING**

Multisoft Systems

SOFTWARE KNOWLEDGE

- Adobe Photoshop
- Adobe Premiere Pro
- M.S. Office
- Corel draw
- canva
- Adobe Illustrator
- edius pro

LANGUAGE KNOWN

- Hindi 
- English 

TYPING SPEED

- English :- 35WPM

HOBBIES

Learning New Ideas, Digging New Technologies, Graphic & Web Designing Playing Chess and Internet Suffering.

PERSONAL DATA

- **Date of Birth** :- 08/10/1994
- **Nationality** :- Indian
- **Gender** :- Male
- **Marital Status** :- Unmarried

"i hereby declare that the facts mentioned above are true to best of my knowledge and belief."

(VIVEK SINGH)