

CURRICULAM VITAE

NITESH KUMAR

H. No.- 1129, Old Vijay Nagar

Sector- 9, Ghaziabad (U.P) - 201009

Mobile No. : +91 8009046238

E-mail : niteshgzb96@gmail.com

CARRIER OBJECTIVE :-

Looking for the challenging job where I can reach infinite success ;in our field with full effective and hard work the growth of an organization along with improvement in my own professional skill.

PROFILE :-

Successful experience in Desktop Publishing & working on software like CorelDraw, Photoshop, Pagemaker, MS-word, MS-PowerPoint, Indesign and Mathtype also have good typing speed with good accuracy.

WORK EXPERIENCE:-

- (1) Organization : **MAC DEE Enterprises, Delhi**
Duration : April 2017 to January 2018
Designation : DTP Operator
- (2) Organization : **Disha Publication (aiets.com)**, Malviya Nagar, New Delhi
Duration : January 2018 to 1 April 2020
Designation : DTP Operator
- (3) Organization : **Self -Employee (Freelancer)**
Duration : April 2020 to August 2020
Designation : DTP Operator
- (4) Organization : **Grade Stack Learning Pvt. Ltd. (Noida, 125)**
Duration : August 2020 to Till Date
Designation : DTP Operator & Associate

JOB DESCRIPTION:-

DTP (Desktop publishing) operator use specialist computer software to make sure that printed materials (such as books, newspapers, magazines and brochures) are well designed, attractive and easy to read.

- * Working to a design brief from the client or designer
- * Using DTP software to produce a layout for each page of the publication
- * Selecting formatting such as the size and style of type, column width and spacing
- * Selecting and checking colors
- * Scanning and editing photograph and other image
- * Creat as a PPTx and make Mentimeter Quiz

ACADEMIC QUALIFICATION :-

- * High school passed from U.P Board in the year 2011 from S. I.C Bharauli Deoria (U.P)
- * Intermediat passed from U.P Board in the year 2013 from S.N.I.C Deoria (U.P)
- * B.A. from D.D.U. Gorakhpur University in 2017

TYPING SKILLS :-

- * English & Hindi

COMPUTER KNOWLEDGE :-

- * Pagemaker, Indesign, CorelDraw, Photoshop, Mathtype, MS-word MS-PowerPoint and Internet etc.

STRENGTH :-

- * Smart Working
- * Ability to do the work in a team
- * Co-operative * Optimistic

PERSONAL DETAILS :-

- * Farther's Name : Shri Lakhan Lal
- * Date of Birth : 6th June 1996
- * Nationality : Indian
- * Religion : Hindu
- * Sex : Male
- * Language Known : Hindi & English
- * Marital Status : Unmarried
- * Hobby : Swimming & Cricket

DECLARATION :-

- * I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Date :.....

Place :.....

(NITESH KUMAR)