

SHIVA KAPOOR

(SR. GRAPHIC DESIGNER)

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ABOUT ME

Focused and hardworking, self motivated and team oriented with effective team player with excellent communication and inter-personal skills.

Exhibits an honest work ethic with the ability to excel in fast-paced, time-sensitive environments and excellent team player with proven ability to work consistently towards attaining goals and targets.

A systematic, organized, hardworking and dedicated individual with an analytical bent of mind, determined to be a part of a growth-oriented organization.

ACADEMIC QUALIFICATION

STANDARD	INSTITUTION	YEAR OF PASSING	BOARD / UNIVERSITY
12th	DAV Sr. Sec. SCHOOL (KARNAL)	2007	HBSE
10th	DAV Sr. Sec. SCHOOL (KARNAL)	2005	HBSE

TECHNICAL QUALIFICATION

- ❖ Two Year Diploma in "Graphic & Web Designing Development" (GWDD) from "Arena Multimedia Pvt. Ltd." in New Delhi. (Joining - 2015 & Pass Out - 2017)
- ❖ One year diploma in "COMPUTER APPLICATION" from "SINGH COMPUTER CENTER" in Karnal (Haryana). (Year - 2005)

TRAINING

- ❖ One Year Training at "GRAPHICS DESIGNING" from "KANHIYA GRAPHICS" in Karnal (Haryana). (Year -2014)

⊙ COMPUTER SKILLS

- ❖ Basic Knowledge In computer application (Microsoft Office: Paint, Word, Excel, Power Point, Access, Typing & WordPad Etc.)
- ❖ Internet Surfing (Downloading, Uploading, Mailing & Online Work).
- ❖ Desktop Publishing (D.T.P) : Adobe Page Maker, Adobe Photoshop, Adobe Illustrator, Adobe Flash, Corel Draw & Corel Photo Paint Etc.
- ❖ Typing (English, Hindi & Punjabi)

⊙ GRAPHIC SKILLS

- ❖ Graphics : Corel Draw, Adobe Photoshop, Adobe Illustrator & Adobe InDesign Etc.

⊙ WEB SKILLS

- ❖ Web Designing : Adobe Flash Player & WEB (HTML, CSS, Wordpress & Dreamweave) Etc.

⊙ WORK EXPERIENCE

INDUSTRY	Total Exp.	Function Area	Location	To - From
Safar Publicity	Working	Advertisement (IOC) Pursuing.	Haryana	2021
Bikham Information Technology	1 Year	Digital Marketing	Mohali	March 2019
Signex Print Media Ltd.	3 Year	Advertisement & Multimedia Co.	Delhi	2015 - 2019

☉ STRENGTHS

- ❖ Ability to handle pressure and brain to act accordingly.
- ❖ High self-motivating ability.
- ❖ Honest & hard working.
- ❖ Ready to learn every time.

☉ HOBBIES

- ❖ Listing Music
- ❖ Dancing

☉ PERSONAL DETAILS

Father's Name	:	Mr. Sudhir Kapoor
Date of Birth	:	04 Aug. 1986
Sex	:	Male
Nationality	:	Indian
Marital Status	:	Married
Language	:	Hindi, English & Punjabi

☉ DECLARATION

I hereby confirm that the information given in the C.V true & correct to the best of my knowledge.

Date:

Place:

Signature.....