**KRISHNA JANARDAN BASUTKAR**

**Address:** Room No. 9, Sai Sakshi Chawl No 1, Bhopar Kopar Road, Kopar (East), Thane – 421 203

**Mobile:** 8898552382/9082368627 **Email:** [tushar11@rocketmail.com](mailto:tushar11@rocketmail.com)

**EDUCATION**

**Bachelor of Commerce, June 2015**

Yashwantrao Chavan Maharashtra Open University, Mumbai, India

**Diploma in Office Automation & Graphics, 2009**

Keerti Computers, Mumbai, India

**Web & Graphic Design, 2014**

Disha Computers, Thane, India

**PROFESSIONAL EXPERIENCE**

**Karan Gupta Consulting, Mumbai**

Computer and Graphic Design, June 2012 – Present

* Working on Photoshop for student’s photo’s cline & edit with background changes
* Working on Page Maker for Creating English, Math Papers & Diagrams
* Working on Corel Draw for Creating Logos & Creating test papers, units and materials based on professor’s guidelines and notes for GMAT, GRE, and SAT
* Assigning units online to students on their online account with the company
* Working on Corel draw for preparing mathematical diagrams
* Working on WordPress for uploading articles and images as per the magazine format
* Creating online units and test papers by uploading the website

**Parth Infotech, Mumbai**

Computer Operator, March 2011 - April 2012

* Performed data entry work

**COMPUTER & OTHER SKILLS**

* Working knowledge of MS Word, PowerPoint, Excel
* Proficient in Photoshop, Page Maker, Corel Draw, Illustrator, InDesign, HTML.
* Typing speed of 50 w.p.m.

**LANGUAGES KNOWN**

Marathi, Hindi and English