

SUMMARY

Prepares work to be accomplished by gathering information and materials.
Plans concept by studying information and materials.
Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
Obtains approval of concept by submitting rough layout for approval.
Prepares finished copy and art by operating typesetting, printing, and similar equipment; and purchasing from vendors.
Prepares final layout by marking and pasting up finished copy and art.
Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; and evaluating new equipment.

EDUCATION

Bachelor of Fine Arts in Graphics & Animation

Amity School of Fine Arts, Amity University

Jul 2009 - Jul 2012

Noida, India

Computer Graphics & Animation

Froebel's Vocational Junior College

Jun 2007 - Jun 2009

Hyderabad, India

MOST PROUD OF



Physical Organization

Creative Thinking, Effectiveness, Productivity



Planning

Analyzing Issues, Decision Making, Project Management, Strategic Planning



Team Work

Collaboration, Delegation, Goal Setting, Group Leadership

AREAS OF EXPERTISE



Hemant Srivastava

Senior Designer

manager.charkha@gmail.com

+917995866054

My Home Vihanga, TNGOS Colony Phase-2, Gachibowli

INDIAN

26/09/1989

SINGLE

in/hemant-srivastava-492220138/

LANGUAGES

90%

English

100%

Hindi

HOBBIES



Travel



Cricket



Reading Suspicious Novels



WORK EXPERIENCE

Website/Graphic Designer

Charkha Fashion India Private Limited

September 2016 - Aug 2020

Hyderabad, India

1) Writing and editing content

2) Designing webpage layout

3) Determining technical requirements

4) Updating websites

5) Creating back up files

6) Prepares finished copy and art by operating typesetting, printing, and similar equipment; and purchasing from vendors.

7) Prepares final layout by marking and pasting up finished copy and art.

8) Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; and evaluating new equipment.

9) Completes projects by coordinating with outside agencies, art services, printers, etc.

10) Maintains technical knowledge by attending design workshops; reviewing professional publications; and participating in professional societies.

11) Contributes to team effort by accomplishing related results as needed.

Graphic Designer

Shubhaarambh Infratech Private Limited

Aug 2012 - Aug 2016

New Delhi, India

1) To understand the design needs of clients.

2) Prepare and produce proposals and presentations for clients.

3) Develop design based on clients requirements.

4) Work in tandem with clients on designs based on requirements, modifications and feedbacks.

5) Identify and utilize appropriate software.

6) Update clients on progress, changes and adjustments.

7) Handle confidential documents carefully.

8) Collaborate with team for successful completion, especially in case of complex projects.

9) Ensure the final project is proof read for accuracy and quality.

1st position

Company name

Feb 2020 - Feb 2020

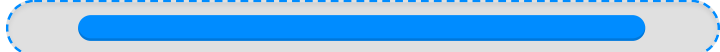
City, Country

Write your Accomplishment or Responsibility

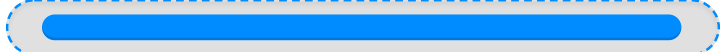


PERSONAL SKILLS

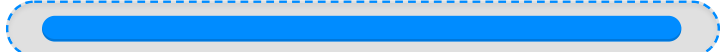
Leadership 80%



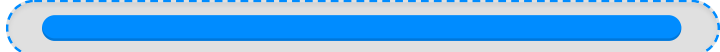
Communication 90%



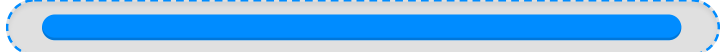
Self-motivation 90%



Decision Making 90%



Adaptability 90%



COURSES

Graphic Design Certification

Lindsay Marsh

Google Analytics Individual Qualification



Google Certified

Web Design Certification



Vako Shvili

Social Media Marketing Mastery



Course Envy

Data Science: R Basics



Harvard Certified

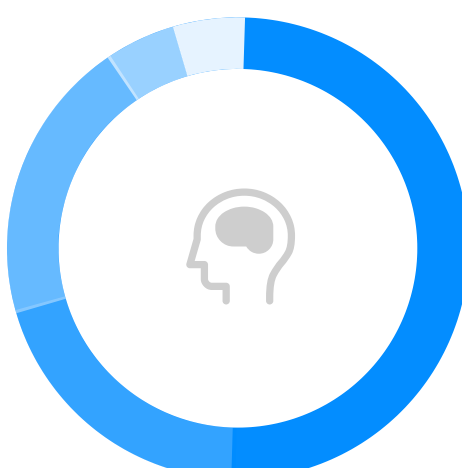
Time Management



International Business Management Institute, Berlin, Germany



MY TIME



- Working (50%)
- Family (20%)
- Co-ordination (20%)
- Entertainment (5%)
- Relaxing (5%)