

# Resume All about me

# ANISH D'SOUZA

## GRAPHIC DESIGNER



## PERSONAL INFO

Name	: Anish Ioy D'Souza	Nationality	: Indian
Mobile no.	: + 971 55 568 3493	Highest Qualification	: B.Sc. (Statistics)
Email	: anishdso@gmail.com	Work Visa Expires	: 10 <sup>th</sup> March 2016
Date of Birth	: 30 <sup>th</sup> June 1985	Notice Period	: 1 Month

## OBJECTIVE

To obtain a challenging position, where I can utilize my creative flair and the ability to understand the latest trends in order to provide your company with excellence in design services.

## TECHNICAL PROFICIENCY

### OPERATING SYSTEM

Windows 7 ★★★★★  
Macintosh OSX ★★★★★

### COMPUTER HARDWARE

Basic ★★★★★

### COMPUTER SOFTWARE

Adobe Photoshop	★★★★★	HTML / CSS	★★★★★
Adobe Illustrator	★★★★★	Javascript/JQ	★★★★★
Adobe InDesign	★★★★★	3Ds Studio Max	★★★★★
CorelDraw	★★★★★	Microsoft Office	★★★★★

## WORK EXPERIENCE

Portfolio - <http://anishdso.wix.com/anishds>

Currently Working with \_\_\_\_\_

**Creative Wings, Dubai**

March 2014 - till Date

**Position:** Graphic Designer / Office Administrator

- Brand Development (Creating:- Logo, Brochures, Web Design)
- Editing text for contents and maintaining the company website
- Preparing layouts for events, evaluating the exact measurements required to cut styro so that the production may start immediately
- Assisting the Managing Director with the administrative working of the company
- Visit to clients to discuss about new projects
- Coordinating with client and in-house artists with regards to the feedback and changes on the current or new projects
- Ordering & Coordinate of office supplies, stationery & general administration duties
- General word processing document & maintaining general office files like the attendance of employees, manually as well as on excel sheet & confidential record & files

In the past worked with \_\_\_\_\_

**Xcellence BPO, Mumbai**

March 2013 - August 2013

**Position:** Graphic / Web Designer

- Brand Development (Creating:- Logo, Office Stationery, Banners, Brochures)
- Website Designing & coordinating with Web Developers till the completion of website
- Editing photos of Photo Shoots and images on the website

**Jaa Collective Brand Consultancy, Mumbai**

September 2009 - February 2013

**Position:** Graphic Designer

- Worked primarily on Macintosh OS X
- Brand Development (Creating:- Logo, Office Stationery, Banners, Brochures)
- Editing photos of Photo Shoots of client products and those required for client website
- Creating packaging layouts and also doing the final implementation
- Coordinating with clients for design requirements and specification
- Coordinating with other designers and Printer related to printing process
- 3D Models used for Industrial Equipment's and Exhibition Stalls
- Prepare Professional Microsoft PowerPoint for the clients as per that data & requirements provided by the client, platform used to prepare these presentation was both Windows & Macintosh Platforms.

**CMIT Computer Institute, Mumbai**

March 2008 - August 2009

**Position:** Senior Faculty

- Tutoring students on Microsoft Office & Desktop Publication Software's