

RESUME

NITIN VERMA

33/A, Nature Valley Colony

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OBJECTIVE

To secure a challenging position in a progressive organization, where my management skill can be enhanced and to contribute to the organization success.

WORK EXPERIENCE

- December 2017 to Present Working in **Extramarks Education India Pvt. Ltd., Indore** as a **DTP Operator**.
 - ✓ Working/Formatting documents in **MS Word according** to a brief from the client.
 - ✓ Ensure the complete formatting of the existing Data.
 - ✓ Understand the functioning of various client portals and enter provided data into them accurately.
 - ✓ Using DTP software to point out minor formatting errors, missing data, data mismatch in the provided documents.
 - ✓ Escalate the data updates to the concerned persons on time every time.
 - ✓ Operate Software like **Mathtype, Core Draw, Page Maker & PDF Editor** etc.
- **2.5 years'** experience in **Vijay Education Academy, Mhow** as a **Content Developer**
- **2 years'** experience in **Printing Press** as a **Graphic Designer**.
- **6 years'** experience in **Cyber Multimedia & Carrier Centre, Mhow** as a **Computer Operator**.

ACADEMIC QUALIFICATION

- B.A. Final Year from DAVV, Indore.
- 12th passed from M.P. Board, Bhopal.
- 10th passed from M.P. Board, Bhopal.

OTHER QUALIFICATION

- **1 year Diploma in Office Automation (DOA)** from **Ismark Tutorial's & Computer Education**.

PROFICIENT SOFTWARES

- Mathtype Equation Editor
- Page Maker
- PDF Editor
- Corel Draw
- MS Office : MS Word, PowerPoint.
- English & Hindi Typing
- Internet (All work)
- Computer Hardware & Networking

PERSONAL STRENGTHS

- Hard Work
- Working confidently under pressure
- Fun loving nature
- Team spirit

PERSONAL PROFILE

Name	:	Nitin Verma
Father's Name	:	Late Mr. Hira Lal Verma
Date of Birth	:	13 th Oct, 1988
Nationality	:	Indian
Marital Status	:	Married
Languages Known	:	English & Hindi

DECLARATION

I hereby declare that the above information is true to the best of my knowledge and belief.

Place : Mhow

Date : 20/12/2019

NITIN VERMA