

# RESUME

## **NITIN VERMA**

**33/A, Nature Valley Colony**

**Jamali, Mhow – 453441,**

**Dist. – Indore (M.P.), Mob. : +91 - 9131004558**

**E-mail : nitinvermaopt@gmail.com**

### 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

- 12<sup>th</sup> passed from M.P. Board, Bhopal.
- 10<sup>th</sup> 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<sup>th</sup> 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 : 20/01/2020**

**NITIN VERMA**