



ROSHAN ARA

EDP Operator

 BHOPAL, MP, 462022

 910 908 7393

 khanroshan905@gmail.com

Dedicated **Aurous Academy Pvt. Ltd.** professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

Skills

● [Pagemaker, Coreldraw] Software Proficiency

●●●●●
Excellent

● Copywriting and editing

●●●●●
Very Good

● Team collaboration

●●●●●
Excellent

● MS Office

●●●●●
Excellent

● Problem-Solving

●●●●●
Very Good

● Planning and coordination

●●●●●
Very Good

Work History

● **EDP Head**

AUROS ACADEMY PVT. LTD., BHOPAL, MADHYA PRADESH

- Implemented diverse technologies, out-of-the-box thinking and creative problem-solving.
- Recommended information technology policies and procedures, identified problems, evaluated trends and anticipated requirements.
- Worked closely with management teams to plan, develop, coordinate, mission and purpose.
- Interviewed, hired, trained and mentored [3] staff by coaching daily, leading performance reviews and offering constructive feedback.
- Built corporate brands by designing cohesive looks between elements such as logos and letterheads.
- Used [Coreldraw] to create images and layouts.

2020-01 - 2021-05



Education

2015-06 - 2018-06

- **BCA: Computer Application**

SAM Girls College - Bhopal

2012-06 - 2013-05

- **No Degree: Maths**

Govt. Girls Higher Secondary School Govindpura - Bhopal

2010-06 - 2011-05

- **No Degree: 10th**

Govt. Girls Higher Secondary School Govindpura - Bhopal



Software

- CorelDraw

●●●●●
Very Good

- Pagemaker

●●●●●
Excellent

- MathType

●●●●●
Excellent

- MS Excel

●●●●●
Very Good