

CURRICULAM VITAE

Shweta

27 | Female

103,Gali No. 3, Tomar Colony, Burari |

Delhi - 110084

(+91) 7404127187|

shweta.thakur.78601@gmail.com|

Personal Summary

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

Currently looking for a suitable position with a reputable and ambitious company.

Academic Qualification

- Post Graduate (M. com) from Kurukshetra University, India.
- Graduate (B. com) from Kurukshetra University, India.
- Class 12th from HSBC Board, India.
- Class 10th from HSBC Board, India.

Work Experience

- Presently working as a **Freelancer**.
- 1.3 Year Work Experience in **Creative Art Design** as a Graphic Designer from **August 2020 - November 2021**.
- 1.9 Year Work Experience in **Western Overseas Study Abroad Pvt. Ltd.** as a Graphic Designer from **November 2018 - August 2020**.
- 1 Year Work Experience in **Creative Art Design** as a Graphic Designer from **August 2017 – October 2018**.

Roles & Responsibilities

- Designing Catalogue, Brochure, Visiting Card, Banner, Pamphlets, Flex, Identity Card, Social Media Promotions, Website Template, Cover Page, Price List, Manuals, Poster, Magazine, Newspaper Advertisement, Invitation Card etc.

Key Skills and Competencies

- Ability to maintain confidentiality.
- Excellent working knowledge of all Microsoft Office packages.
- Good knowledge of Excel, Word, Coral Draw & Photoshop.

Strengths

- Punctuality.
- Hard work.
- Dedication.

Hobbies

- Dancing.
- Art & Craft.
- Listening to Music.

Personal Profile

Spouse Name	:	Anubhav Dattariya
Nationality	:	Indian
Date of Birth	:	15 th June, 1994
Languages Known	:	Hindi&English

Date:

Place: Delhi

(Shweta)