



# Arunava Sinha

Multilingual DTP Specialist, Graphic Designer, QA  
and eLearning Localization Specialist Team Leader  
Howrah, India | [siarunava@gmail.com](mailto:siarunava@gmail.com) | +918902131626 | [LinkedIn](#)

## ABOUT ME

Multilingual DTP Specialist, Graphic Designer, QA, and eLearning Localization Specialist Team Leader with over 12 years of experience in the industry. Proficient in various design and localization software, adept at leading teams, and ensuring quality standards are met across projects. Seeking opportunities to leverage my skills and expertise in a dynamic and innovative environment.

## WORK EXPERIENCE

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### Desktop Publishing Specialist

May 2024 - August 2024

RWS Group | Navi Mumbai, India (Remote Night Shift)

- Assess the project materials and ensure that formatting and stylistics are consistent across languages.
- Verify the final format of translated documentation before it is delivered.
- Manage project deadlines and make sure reports are delivered on time and within budget.
- Edit and create localized graphics and charts.
- Collaborated with the Project Management team to establish standardised DTP best practices.

### Digital Production Team Leader

June 2014 - December 2023

Andovar Localization Services | Kolkata, India

- Conducted comprehensive DTP Quality Assurance for various languages including Asian, Eastern and Western European; carefully analyzed PDFs post-DTP to identify and rectify problems, ensuring consistency and accuracy in translations across all target languages.
- Optimized document creation workflows by harnessing a diverse range of DTP tools, such as Microsoft Word, PowerPoint, and Excel. Delivered remarkable results, including a 40% increase in productivity and an impressive 20% reduction in production errors.
- Lead a team of 8 and increase the productivity by 40% within one year.
- Completed 1000+ projects within a year, consistently meeting or exceeding client expectations.
- Managed a design team that consistently delivered projects on schedule, meeting 98% of all project deadlines.
- Earned a 95% client satisfaction rating based on feedback surveys for delivering high-quality work on time and within budget.
- Implemented data-driven design strategies to enhance localized graphics and charts, resulting in a 25% reduction in customer confusion and a 30% increase in user satisfaction.
- Created and localized multilingual scripts for voiceover and subtitles in 5 languages across 10 eLearning and video projects, resulting in improved accessibility and increased global reach.
- Transformed the visual appeal of printed documents, E-learning modules, eBooks, and other materials; leveraged user-centred design principles to craft intuitive interfaces, driving a 20% surge in user satisfaction and a 15% drop-in user error rate.
- Collaborated with the Project Management team to establish standardized DTP best practices, resulting in improved project coordination and a 20% reduction in rework.

## Executive Graphics Designer

February 2013 - April 2014

Jaya Misra India | Kolkata, India

- Crafted visually stunning and impactful promotional materials for fashion events, both in print and digital formats, leading to a 40% increase in event registrations and heightened brand recognition in the industry.
- Promotion of Fashion Products through Facebook, Twitter and Word Press.
- Developed captivating advertising materials including 20+ flyers, brochures, and magazine advertisements; increased brand awareness by 40% and drove a 25% boost in online sales revenue.
- Collaborated on developing and enhancing the organization's website and branding, ensuring a consistent and impactful identity.

## Graphic Designer

August 2011 - December 2012

Design My Template LLP | Kolkata, India

- Streamlined project management processes, overseeing the seamless delivery of 15+ complex initiatives; implemented agile methodologies, resulting in a 30% reduction in project timeline and a 15% increase in team productivity.
- Designing & creating marketing & e-marketing materials on a range of projects.
- Produce eye-catching and informative marketing collateral such as brochures and flyers, contributing to a 40% growth in customer awareness and a 20% increase in event attendance.
- Promotion of Product through Facebook, Twitter, and WordPress.
- Proactively identified and resolved potential project roadblocks, providing strategic guidance to project managers and clients; mitigated risks, ensuring on-time and within-budget project delivery, resulting in a client satisfaction rating of 95%.

## SKILLS

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Multilingual Desktop Publishing (DTP) | Graphic Designer | DTP Quality Assurance (QA) | Quality Controller | UI/UX Design | Localization | Content Design Specialist | Typography | Presentation Design | Microsoft Office Suite 365: Word, Excel, PowerPoint, Publisher, Visio. | Adobe Creative Suite: InDesign, Photoshop, Illustrator, XD, Acrobat DC and After Effects, etc. | OCR Converter Abby Fine Reader | eLearning Localization | Articulate: Storyline 360 and Rise | QuarkXPress | Multilingual Script preparation | Subtitle Edit (Close Caption) | Beyond Compare | NetSuite | Slack | Canva | Proofreading | Time Management | Responsive Web Design | Project Planning | Attention to Detail | Team Leadership | Monitoring | Branding Design | Print Design Packaging | Project Management | Communication | Organizational skills | Multitasking

## EDUCATION

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### PG Diploma Graphics and Web Design

Arena Animation, Aptech (Kolkata, India)

July 2010 - September 2011

### B.A (HONS) in Journalism & Mass Communication

Vidyasagar College, University of Calcutta (Kolkata, India)

July 2007 - July 2010

## CERTIFICATIONS

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**Certificate Of Appreciation (Andovar Localization Services)**

[Credentials](#)

## LANGUAGES KNOWN

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Bengali (fluent/native), English (fluent), Hindi (fluent)

## OBJECTIVE AND CAREER GOAL

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To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.