

# CURRICULUM VITAE

**BHARAT**

N-28/B-349 CSA Colony, Wazirpur Ind. Area,  
Ashok Vihar, Delhi-110052  
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## CAREER OBJECTIVE

*Looking for an opportunity where I can implement my skill and knowledge to be the best of my abilities and contribute positively to growth of the organization.*

## EMPLOYMENT HISTORY

**SR. EDP EXECUTIVE, EDFORA INFOTECH PVT. LTD. Feb 2019 – Jan 2025**

- The Jee Level Digitization Questions on CMS from Word to LaTeX of Academic Contents offered direction and guidance.
- Digitization Mathematical and Scientific Equations/Expressions on CMS.
- Creating visually appealing layouts for print and digital publications, such as Page Layouts, Pagination, Typesetter, Packages, Papers, Workbook etc. provided guidance and direction.
- Adjusting fonts, sizes, spacing, and alignment to ensure readability and aesthetic appeal.
- Importing and manipulating images, ensuring they fit the design and meet resolution requirements.
- Preparing files for print or digital distribution, including proper file formats and resolution settings.
- Checking for typographical errors and ensuring that the text aligns with the intended message.

**SR. EDP EXECUTIVE, VIDYA MANDIR CLASSES June 2016 – Jan 2019**

- Create engaging and innovative graphic designs for Brochures, Posters, Pamphlets, Booklet, Workbook, Papers, Book Cover, Page Layouts etc. provided guidance and direction.
- Merging and Final all Books, Papers and Magazines.
- Formatting and typing the Books and Magazines as per company formatting rule.
- Utilized study program for build template with graphic designs.
- Designing all over India Test Papers and Books.

**EDP EXECUTIVE, AAKASH INSTITUE PVT. LTD. Jan 2013 – May 2016**

- Designing all over India Test Papers and Books.
- Making student result through ERP System.
- Making student identity card through ERP System
- Merging and Final all Books and Papers.
- Formatting and typing the Books and Papers as per company formatting rule.
- Working on excel for prepapring mis data.

**DTP CUM GRAPHIC DESIGNER, SCHOLAR'S ACADEMY Feb 2010 – Dec 2012**

- Create OMR Sheet, Registration & Feedback Form etc.
- Prepared data structure and layout drawing.
- Formatting and typing the faculty packages and graphic as per company formatting rule.
- Create engaging and innovative graphic designs for Brochures, Posters, Pamphlets, Booklet, Sunpack, Standy, Book Cover, Page Layouts etc. provided guidance and direction.

**DTP OPERATOR, TORUS INFOTECH Mar 2007 – Jan 2010**

- Design and latsout book pages and figures.
- Formatting, typing and composing books and papers.
- Determining size and arrangement of illustrative material and copy and font style and size.

**SKILLS**

Illustrator

In-design

Corel Draw

Photoshop

Page Maker

Chemdraw

Mathtype

Word

Excel

Powerpoint

Hindi Typing

English Typing

**EDUCATIONAL  
QUALIFICATION**

- B. COM Passed from Delhi University in 2010.
- 12th Passed from C.B.S.E. Board in 2006.
- 10th Passed from C.B.S.E. Board in 2004.

**PERSONAL PROFILE****Father Name** : Sh. Ram Prakash**D.O.B** : 27th June 1987**Language Known** : Hindi & English**Nationality** : Indian**Marital Status** : Married**Date:****Place:****(Signature)**