

[DILEEP C.G]

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[Sreyas, Kanthallur,

Vattamkulam P.O,

Malappuram Dt.

Pin: - 679 578]



Objectives

[To successfully undertake professionally challenging responsibilities that enable the company to better serve its stakeholders and in process help me evolve into a more competent person]

Experience

[Worked as a Computer Professional]

Kalyan Jewellers L L C . UAE

From 20th March 2012 to 24th October 2020

[Worked as a PRO and PA to Principal]

Malabar Dental College & Research Centre Manoor, Edappal, Malappuram Dt.

From May 2009 to March 2012

RESPONSIBILITIES UNDERTAKEN

1. Processing of documents.
2. Current Awareness Service
3. Handling Computer section.
4. Attend DCI & University inspection. And Making Inspection Documents
5. All University Matters.

[Creative Designer]

AL RIEF AL HOLLANDY FLOWERS & PLANTS CO. – HAWALLY – KUWAIT

From April 2007 to April 2009

Worked as Creative Designer. Designing Brochure Layouts, Business Cards and Outdoor Artworks by Adobe Photoshop, Adobe Illustrator.

[Creative Designer]

ALUKKAS DIGITAL COLOR LAB & STUDIO – TRICHUR

From December 2000 to March 2007

Worked as Creative Designer / Xerox DocuColor 12 Print Machine Operator. Creating Digital Wedding Albums by using Adobe Photoshop and other familiar Digital Photo Editing Software's. Photo Manipulation, Resizing, Designing Business Cards, Invitation Cards and other advertising designs by Adobe Photoshop, Adobe Illustrator. Operating of Xerox DocuColor 12 Print Machine by using EFI Fiery Software.

Education

Technical

Post Graduate Diploma in Computer Applications 1999

Post Graduate Diploma in Computer Applications IRS Computers, Trichur, India.
(MS Windows, MS Office 95, MS DOS
FoxPro, Visual Basic, Basic of Hardware)

Diploma in Graphic Designing 1998

Diploma in Graphic Designing Zoftxplor Technologies, Kannur, India.
(Adobe PageMaker, Photoshop
CorelDraw and Illustrator)

Provisional National Trade Certificate (NCVT) 1995

National Trade Certificate
(Machinist)

Academic

Pre Degree / Intermediate 1993 – 1995

Pre Degree / Intermediate in Commerce

Personal Information

Date of Birth	05.04.1978
Sex	Male
Nationality	Indian
Marital Status	Married
Linguistic Fluency	English, Hindi, Malayalam and Tamil

Date: 26/02/2022

Place: Edappal

Signature