



SAHAYA ALEX EPHREM.A

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Personal Details:

Gender : Male.
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Profile

A challenging determined Printing person in E-Publishing industry with good communication skill and ready to work both independently lead a team and as a member of a team, utilizing the skills acquired during my course and experience. Confident with an eye for detail and a constructive approach to problem solving and leading the team.

Career Objection

A career in printing management position, that provides opportunities for personal and professional development as well as to contribute to the organizations effectiveness in order to take the company to the top position where ever I work.

Experience

Vlead Design services (p) Ltd,
46/47, Nehru Nagar 11th Link Street,
Venkateshwara Colony
Kottivakkam,
Chennai 600041

Designation :Team Leader

Duration :2019 June to Till Date

Duties and Responsibilities:

1. Deal with the client and be the point of contact.
2. Delegate job responsibilities among junior team members and oversee that quality work is being completed within the deadline.
3. Oversee that new techniques and processes are used to provide best quality of designs.

4. Train and mentor junior designers an entry-level entrants.
5. Be aware of the latest techniques and procedures used in designs.
6. Suggest new ways of improving the quality of designs and other project issues.
7. Assist the team members to choose the right style, attractive graphics, images, and other visual elements to adept them according to the objectives of the project.
8. Work in collaboration with colleagues across different departments.
9. Ensure that the delivered products or services adhere to the policies and standards of the company.
10. Bring new business to the organization and sell current portfolio of work to prospective Customers.

Star Sprints Advertising LLC.

P.O.Box:236162,
Rashidiya, Dubai,
United Arab Emirates.

Designation : Incharge-Graphics &Production Dept.
Duration :2018 oct to 2019 may

Duties and Responsibilities:

- Prepare files for Offset machines, Xerox Digital Machine / Epson Digital Machine, UV Machine, Plotter Cutting Machines/Engraving Machines.(Known to Operate as well)
- Preparing files and getting Tracing and Films for Screen Printing.
- Managing the Team based on Customer
- Requirements depends on the Deadlines.
- Preparing files based on the materials Type.Ie. Booklet, Leaflets, Tags, Lanyard,Envelops, Business Cards, Stickers, Acrylic, Badges, Cartons,Giftboxes,Diaries,T-shirt etc..

- Prepares final Layout by marking and pasting up finished copy and art.
- Customer Relationship contact through E-Mail

Concord Silk Screen Works

New Industrial Area

Ajman

Zip code - 20702

Designation : Production Coordinator

Duration : 2018 July to 2018 Sep

Duties and Responsibilities:

- Creative job plans.
- Generating customer designs to positives.
- Receiving customer materials.
- Planning for printing depends upon the materials.
- Assigning jobs and checking QC.
- Delivery the finished goods with zero errors.

Hans Graphics

kanyakumari

Tamilnadu, India

Designation : Senior Graphic Designer

Duration : 2017 January to May 2018

Duties and Responsibilities:

- Design and layout die lines and package graphics for new and existing products using Illustrator and Indesign.
- Handling most print setup and file transfers to Colour Separation or Digital.
- Working with clients, briefing and advising them with regard to proposal style, format, print production and time scales.
- Determining size and arrangement of illustrative material and copy, and font style and size.

RR Donnelley India Outsources (p) Ltd,
43A 1st main road,
R.A. Puram,
Chennai-28.

Designation : Graphic Designer

Duration : 2006 Oct to 2010 Dec

Designation : Senior Graphic Designer

Duration : 2011 Jan to 2013 Jan

Designation : Project Coordinator

Duration : 2013 Jan to 2016 May .

Duties and Responsibilities:

- Prepares final Layout by marking and pasting up finished copy and art.
- Reviewing final Layouts and suggesting improvements if required.
- Customer Relationship contact through E-Mail
- Managing the queue
- Technical & Software training
- Job allotment & Query clarification
- Shift level performance
- Daily, Weekly & Monthly performance report.

Alden Prepress Service (p) Ltd,

'B' Block, 20, North Ushman Road,
T. Nagar,
Chennai-17.

Designation: Graphic Artist

Duration: 2006 Feb to 2006 oct

Duties and Responsibilities:

- Managing the team
- Job Quality and Dispatch control
- Perform other related duties as required

Chennai Micro Print (p) Ltd,
149, Nelson Mganikam Amanchikarai,
Chennai.

Designation: Quality Supervisor

Duration: May 2003 to Feb 2006

Duties and Responsibilities

- Job Quality assurance
- Dispatch control and Job tracking
- Dispatch schedule

Educational Qualification

Three year ***Diploma in printing technology***

Salesian Institute of Graphic Arts (SIGA)

Kilpauk

Chennai.

Higher secondary,

CCM higher secondary school,

Idayangudi,

Nellai Dist.

Skills

PREPRESS: Software

- Adobe Indesign, Quark X press, Adobe Photoshop,
Illustrator, Enfocus Pitstop, Mecca2000 and MS-word

Operating System - Mac OS & Windows

Personal Traits

Screw-up the team as Goal Oriented

Dynamic & Hardworking

Good in Project Co-ordination

Good in Inter personal relationship and communications

Place: Chennai

Date : 11- 08- 2021

(SAHAYA ALEX EPHREM.A)