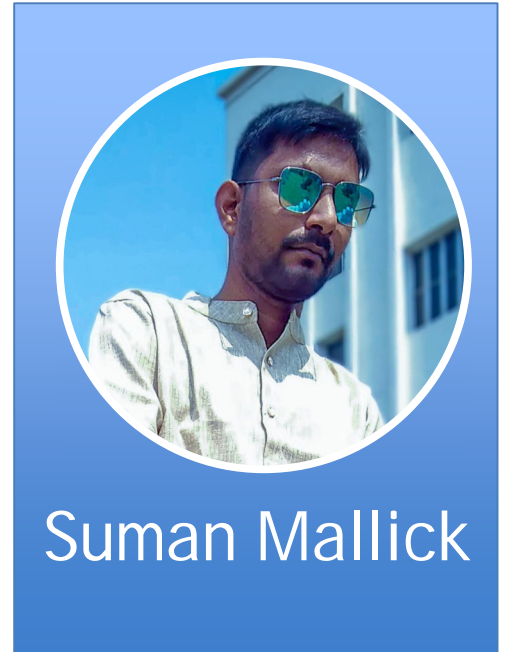


Curriculum Vitae

Father's name: Late Samar Singha Mallick
Address: Keranichati (Barua); P.O: Abash
P.S: Kotwali
Dist: Paschim Medinipur
Pin: 721102,
State: West Bengal
Mobile No. P: +91- 7501681835,
R: +91- 8509722608
Date of Birth: 30th August, 1990.
Marital Status: Single
Blood Group: O+
Nationality: Indian
E-mail ID: smallick54321@gmail.com



OBJECTIVE

To seek a position in an organization to apply my skills and abilities and that offers me professional growth and to be successful in the work and grow with the growth of the company.

WORK EXPERIENCE

Company Name: - COLAZ, as a VIDEO EDITOR, GRAPHIC DESIGNER, PHOTOGRAPHER in Midnapore (18TH Aug 2008 to 2011).

JOB RESPONSIBILITIES INCLUDE:

- ✓ Graphic Designing.
- ✓ Video Editing.
- ✓ Documentary shooting & Editing.
- ✓ Photo shooting.
- ✓ Marketing.
- ✓ Video Advertisement Making.
- ✓ Computer Hardware & Software Maintenance.
- ✓ Newspaper Advertisement Making.

Company Name: - CREATIVE ARTS, as GRAPHIC DESIGNER & COMPUTER OPERATOR in Midnapore (2011 to 2012).

Job Responsibilities include:

- ✓ Graphic Designing.
- ✓ D.T.P.

Company Name: - **LOTTHO ENGINEERING PVT. LTD.** as **Welding Supervisor** in **Singapore** (13th March 2012 to 22th July 2014).

Job Responsibilities include:

- ✓ MIG Welding.
- ✓ ARC Welding.
- ✓ Touch up Welding.
- ✓ Fitting.
- ✓ Office work.

Company Name: - **GIRI PRINTERS** as **GRAPHIC DESIGNER & COMPUTER OPERATOR** in **Midnapore** (8th November 2014 to 11th January 2016).

Job Responsibilities include:

- ✓ Graphic Designing.
- ✓ D.T.P.

Company Name: - **INSTITUTE OF SCIENCE & TECHNOLOGY** as **GRAPHIC DESIGNER & PRESS & PUBLISHING CONTROLLER** in **Chandrakona Town, Midnapore** (26th March 2016 to 31st December 2016).

Job Responsibilities include:

- ✓ Graphic Designing.
- ✓ D.T.P.
- ✓ Office Administration.
- ✓ Tele-calling.
- ✓ Press & Publishing.

Company Name: - **MIDNAPORE CITY COLLEGE** as **GRAPHIC DESIGNER, PRESS & PUBLISHING CONTROLLER, IT SUPPORT & OFFICE ASSISTANT** in **Bhadutala, Midnapore** (1st June 2017 to Present).

Job Responsibilities include:

- ✓ Graphic Designing.
- ✓ D.T.P.
- ✓ Office Administration.
- ✓ Press & Publishing.
- ✓ Market Visiting & Purchase.
- ✓ IT Support.
- ✓ Scholarship.

ACADEMIC & PROFESSIONAL.

- **Madhayamik Pariksha** from **Keranitola Shree Shree Mohonanda Vidyamandir High School** in **2007**.
- **MIG & ARC Welding Training** from **Quivan Industrial Training Institute** in **Madhyamgram, Kolkata-110** in **2012**.

COMPUTER SKILLS:

- **OS: -** Windows XP, 2003, Windows 7, Windows 8, Windows 10, MAC OS.
- **ERP: -** Final Cut Pro X (FCP), Adobe Premier Pro 6.5-CC17, Adobe After Effects CC 2014, Canopus ProCoder, Macromedia Flash CC, Photoshop 7-CC17, Corel Draw 10-X7, Adobe Illustrator CS6, Adobe Photoshop Lightroom 5.5, Adobe PageMaker 6.5-7, Math Type, For Bengali Type - AkruTi, Bangla Word, Tanmatra, Keyman etc.
- **Misc: -** MS Office 2015 & Previous Versions, MS Excel (with functions), PowerPoint, Computer Hardware.

TECHNICAL SKILLS:

- **Skills: -** MIG & ARC Welding (3g & 4g Position) (Experience in Singapore).

OTHER SKILLS:

- **Skills: -** Cricket, Football & Lane Tennis.

LANGUAGES KNOWN: Bengali, Hindi and English.

- **HOBBIES:** Photography, Net Surfing, Listening Music, Video Gaming, Traveling.

Date:- 26 February 2021

Place:- Midnapore



Suman Mallick