

A N A N D H I R A J A R A M

DOCUMENT SPECIALIST

ABOUT ME

My Name Is Anandhi Rajaram. I have a 1.5 Years experience as a Document Specialist. Commercial Phishing graphics design, Interactive PDF editing etc., To work in a firm with a professional work driven environment where I can utilize and apply my Knowledge, skills which enable me as a experience to grow while fulfilling organizations goals.

CONTACT

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SKILLS

ACROBAT ●●●●●
ILLUSTRATOR ●●●●○
PHOTOSHOP ●●●●○
INDESIGN ●●●○○
EXCEL ●●○○○

EXPERIENCES

DOCUMENT SPECIALIST **RR DONNELLEY**
JUL 2020 - APR 2021
Formatted documents as specified using various publishing software reviewed and proof documents for accuracy after translation for quality assurance.
Designed soft/hard cover books ranging from yearbooks to sports programs and also catalogs.
Production speed, accuracy and visual appeal are all required in this project intense position.

DOCUMENT SPECIALIST **GEM SOFTWARE SOLUTIONS**
NOV 2019 - APR 2020
Further Developed skills with such programs as InDesign, Photoshop and Illustrator.
Experienced in all phrases of desktop publishing and graphics communications.

EDUCATION

SRM UNIVERSITY **BSC (COMPUTER SCIENCE)**
2016-2019
Computer Science build a software, Mobile applications, Artificial Intelligence and Software Testing.
Graduated with 8.66 GPA.

LANGUAGES

ENGLISH ●●●●○
TAMIL ●●●●●