



Taha Sukhsarwala

Graphic Designer

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Valid UAE Driving License

Multimedia Efficiency

| | |
|--------------------|-------|
| Adobe Illustrator | ★★★★★ |
| Adobe Photoshop | ★★★★★ |
| Adobe Lightroom | ★★★★★ |
| Adobe Flash | ★★★★★ |
| Adobe Audition | ★★★★★ |
| CorelDraw | ★★★★★ |
| Ulead Video studio | ★★★★★ |

CRM MANAGEMENT

| | |
|-------------|-------|
| Sales Force | ★★★★★ |
| PropSpace | ★★★★★ |

Computer Efficiency

| | |
|-----------------------|-------|
| Desktop Assembling | ★★★★★ |
| Software Installation | ★★★★★ |
| Antivirus | ★★★★★ |
| Data Backup | ★★★★★ |
| Emails & Outlook | ★★★★★ |
| Microsoft Office | ★★★★★ |
| Internet Expertise | ★★★★★ |
| Social Media | ★★★★★ |
| Online Marketing | ★★★★★ |

Educational Qualifications

Diploma in Graphic Designing
Image Institute of Digital Technology - India

12th with Common Stream
Gujarat Higher Secondary Education Board
Obtained Result - 50 %

10th with Common Stream
Gujarat Secondary Education Board
Obtained Result - 52 %

Language

| | |
|----------|-------|
| English | ★★★★★ |
| Hindi | ★★★★★ |
| Gujarati | ★★★★★ |

PROFILE SUMMARY

To secure a respectful position in the Multimedia Industry. Looking for a good opportunity to implement my contemporary and enhance skills and knowledge in the field of Graphic Designing, Corporate gifts, Promotional items & Event Management.

WORK EXPERIENCE

Graphic Designer

Fusion Tech Computers Trading LLC, Dubai - UAE

Jan 2021 - Till now

- Creating content for creatives to support marketing team such as flyers, business cards, or presentation.
- Creating content for social media platforms including Instagram, Facebook, LinkedIn, etc.
- Maintaining brand guidelines and style guides
- Creating Effective Powerpoint Presentation for sales
- Stay up-to-date with industry trends and best practices in graphic design

Graphic Designer/CRM Management

LYM Real Estate Brokers LLC

Jan 2020 - Dec 2020

- CRM Management such as Sales Force
- Lead distribution, Coordination with marketing company
- Creating Users in CRM
- Creating personalized creatives of properties
- Creating content for social media such as Instagram, Facebook & LinkedIn
- Designing email campaigns
- Managing content calendar and ensuring consistency across all platforms.
- Coordinating with marketing manager to ensure the timely delivery of assignments
- Editing Properties Photos as per the requirement

Graphic Designer

Shikmo International Advertising L.L.C - Dubai - UAE

Nov 2011 - Jan 2020

- Preparing artwork mockups of corporate gift Items for branding
- Creating design layouts of Banner, Brochures, Calendars, Rollup banner,
- Backdrops, Invitation cards, sign boards and Office stationery
- Updating the website with product and details, creating banner and flyers for email marketing
- Communicating with the clients to get the approval for print process.
- Communicating with suppliers and printer to execute the order
- Handling the walking customer in the showroom
- Preparing the required document for the sales and delivery, National & International
- Having very good knowledge of local market which help me for sourcing and organizing the required material for clients

Graphic Designer

Navrachana Education Society, Vadodara - India

Aug 2010 - Jan 2011

- Creating the Layout of Manual book for Tribal School
- Designing of Invites, Forms, Banners & Flyers for the School and Students
- Preparing daily work reports

2D Animator

Topper Education Pvt. Ltd., Vadodara - India

(A company engaged in Animated Educational CDs)

Jan 2009 - Jul 2010

- Creating 2D Animation which includes Creation of Background, Character and Graphical Layouts
- Playing Good team role which help us to make creative animated presentation of Mathematics, Science, Social Studies and English.