**GEETHANJALI RAJU**

No: 61/43 Puliyur II Main Road  
Trustpuram Kodambakam, Chennai-600024

Cell – 7339162939 | Mobile – 09884512008

|  |
| --- |
| **Professional Summary** |

Highly knowledgeable and skilled **PowerPoint Specialist** (End-to-End Specialist) effective from May 2019 has excellent creativity and a sound knowledge base concerning all features of Microsoft PowerPoint software and presentation design. Has excellent interpersonal and social communication skills and is able to work collaboratively to design great business Presentations. With over five years of experience possessing a Senior Document Specialist and Microsoft Certification as a Power Point 2010 and 2013 and Microsoft Word 2010 Specialist. Also Excellent knowledge in MS Word and MS Excel and on those templates.

|  |
| --- |
| **CoreQualifications** |

* **Extensive** knowledge of all features of PowerPoint software
* Working with **Adobe Suite (Illustrator), creating Icons, LOGOS and relevant designs.**
* Good ability to collaborate with managers in **designing effective presentations**
* Excellent interpersonal and **oral communication skills**
* Good ***creativity*** and problem-solving skills
* Able to troubleshoot presentation issues and assist and train presenters
* Able to collect and compile information for training manuals and templates
* Working with client templates for all the PPT, Word, Excel and Visio.

|  |
| --- |
| **Technical Knowledge** |

* MS PowerPoint
* MS Word
* MS Excel
* MS Visio
* Adobe Illustrator
* Adobe Photoshop (Basic)

|  |
| --- |
| **Work Experience** |

**Senior Presentation Artist (Core PPT)** 07/03/2013 – Till Date

RR Donnelley, Chennai



* Creating and maintaining report templates for PowerPoint and Word.
* Preparing training materials and working with proposals templates.
* Editing documents and manuscripts as per client needs.
* Created multiple presentations from scratch with incorporated animations.
* Incorporating the hard Decipherable words for clients.
* Worked with Legal Documents, financial documents and presentations for Top Legal and Firm clients, etc.
* Creating, formatting and designing creatively as per client requirement.

|  |
| --- |
| **Education** |

* High school – Sri R.K.M SaradaVidyalaya Girls higher Secondary School with **88%**
* Higher Secondary - Sri R.K.M SaradaVidyalaya Girls higher Secondary School with **79%**
* Degree –B.Sc. Computer Science at Meenakshi College for Women with **Distinction**.

|  |
| --- |
| **Personal Information** |

**Name**: Geethanjali Raju

**DOB**: 28-12-1992

**Address**: No. 63/41 puliyur 2nd main road trustpuram Kodambakam chennai - 24

**Languages known**: English, Telugu and Tamil

**Experience**: 5 yrs 4 months

**Notice period**: 2 months

**Location**: Chennai

**Capability**: Willing to work in Shifts, Willing to work Onsite.

Current CTC: 4 Lakhs 27 thousands per annum

Expected CTC: 4.2 lakhs per annum

|  |
| --- |
| **Declaration** |

I hereby acknowledge the above details are true to my knowledge.

Sincerely,

Geetha