

SHAHID AHMED V A

Senior Design Associate



PROFILE

A young dynamic self-motivated individual with more than 12 years of expertise in MS-Office suite. Excellent attention to detail and quality, ability to manage multiple priorities. Demonstrated effective interpersonal skills and also proficient in the Microsoft Office suite specially PowerPoint, Word, Excel and advanced internet knowledge. Possess excellent organizational and leadership skills.

PERSONAL INFORMATION

Date of birth : September 25, 1983
Father's name : Late Mr. Amanullah V S
Nationality : Indian
Passport number : S9548868
Visa status : Visit visa
Marital status : Married
Languages known : English, Hindi, Tamil and Urdu

RECOGNITION AND AWARDS

- Received You Make a Difference! Performer Award for the Q4 of 2017 **Evalueserve**
- Received in recognition of attending the KPMG Presentation Graphics training course **KPMG**
- Received Shining Star of Team Award for the month of November 2010 **RR Donnelley**
- Received Shining Star of Team Award for the month of December 2010 **RR Donnelley**
- Received Most Promising Performer Award for the Month of November 2009 **RR Donnelley**

ON VISIT VISA



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WORK EXPERIENCE

- Senior Design Associate / April 2015 – Present
Evalueserve Private Limited, Gurgaon
- Senior Audit Associate / January 2012 – April 2015
KPMG Resource Center Private Limited, Gurgaon
- Senior Document Specialist / June 2008 – October 2011
RR Donnelley India Outsource Private Limited, Chennai
- Document Specialist Trainee / March 2008 – May 2008
RR Donnelley India Outsource Private Limited, Chennai
- System Assistant / June 2006 – December 2007
SSC Shoes Private Limited, Chennai
- Computer Hardware In-charge / November 2005 – June 2006
Cyber Park Private Limited, Chennai



QUALIFICATION AND SKILLS

- University of Madras (2002 – 2005)
Bachelor of Computer Science
FIRST CLASS
- I.T. Computer Education (2004)
Certificate in Computer Hardware and Networking (CHN)
- Aptech Computer Education(2002)
Certificate in Fundamentals, MS-Office



PROFESSIONAL SKILLS

- Microsoft Office Suite (PowerPoint, Word, Excel, Outlook and Visio)
- Basic knowledge in Adobe Suite (Photoshop, InDesign, Illustrator)
- Acrobat Reader
- Map Viewer 8



WORK EXPERIENCE

EVALUESERVE PRIVATE LIMITED, GURGAON

PROJECTS 1: Teams - Alex Partner, Greenhill, Cantor Fitzgerald, Wells Fargo, Harris Williams and Houlihan Lokey – Presentation Design Services

Performing duties like creating and editing meeting slides by using Microsoft PowerPoint with focus on creating graphs, tables and figures for Wells Fargo financial banking services. The PDF needs to be converted based on the specification instructed by the Client with general instructions of usage of different formatting, font type and size.

ROLES AND RESPONSIBILITIES:

1: Senior Design Associate (Tenure: April 2015 – Present)

- Assigned the responsibilities of creating new graphics and icons to communicate messages in an effective way
- The major role of the SDA is to make sure the presentation created by the Document Specialist is of error free and the presentation is as per the banker request
- Preparing Monthly Dashboard Reports, monitoring day-to-day productivity
- Creating High quality presentations, Pitch books, Onscreen, Graphs and various other documents for the International clients
- Doing the proof reading and Quality checking of the formats and styles of the templates as per client's house of standard
- Working in various PowerPoint templates (Evalueserve, Alex Partner, Greenhill, Cantor Fitzgerald, Wells Fargo, Harris Williams, Houlihan Lokey and other Client templates)
- Using basics of Photoshop, Illustrator, InDesign and Map Viewer 8

KPMG RESOURCE CENTER PRIVATE LIMITED AND KPMG GLOBAL SERVICES PRIVATE LIMITED, GURGAON

PROJECTS 2: Presentation Design Services and Holland Audit Team

KPMG Global Services supports KPMG UK. Worked in the presentation services supporting the departments of tax, audit and transaction services. Project deals with Presentation services, which includes power point presentation, word presentation, Client template presentation and graphical presentation.

ROLES AND RESPONSIBILITIES:

2: Senior Audit Associate (Tenure: January 2012 – April 2015)

- Handled the tasks of transforming notes and PowerPoint presentations from concept to a consistent corporate format
- Creating High quality presentations, Management reports, Auditor's report, Graphs and various other documents for the International clients
- Understanding the client mark-ups and giving them the presentable look
- Worked in various PowerPoint templates (KPMG and other Client templates)
- Responsible for building PowerPoint presentations for the clients

RR DONNELLEY INDIA OUTSOURCE PRIVATE LIMITED, CHENNAI

PROJECTS 3: BCG and Pfizer Team

Project deals with Presentation services, which includes power point presentation, word presentation, Client template presentation and graphical presentation. Understanding the banker instruction and incorporating the same in the presentation.

ROLES AND RESPONSIBILITIES:

3: Senior Document Specialist (Tenure: March 2008 – October 2011)

- Mapping client's requirements and coordinating in developing, implementing and transitioning processes in line with the guidelines specified by the client and regional offices
- Analyze about projects that received from Client and Clarify queries with client
- The role and responsibility of Document Specialist is to convert the provided PDF into word or PowerPoint format as requested by the Client
- The general specification relates to the usage of font type, font size, line spacing, paragraph spacing, margins etc.
- Doing the proof reading and Quality checking of the formats and styles of the templates as per client's house of standard
- Worked in various PowerPoint templates (BCG, Pfizer and other Client templates)

SSC SHOES PRIVATE LIMITED / CYBER PARK PRIVATE LIMITED, CHENNAI

4: System Assistant / Computer Hardware In-charge (Tenure: November 2005 – December 2007)

- Maintaining records and documents related to ISO 9001:2000 as per Standard compliance
- Collection and maintaining daily reports for different sections regarding the production in the predefined formats for QMS
- Troubleshooting operating system related problem
- Troubleshooting hardware related issues
- Updating OS and antivirus related patches in users' desktop