RUSHIL BANSOODEB

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OBJECTIVE

My objective is to get a part time job and at the same time to carry on with my study. Once I get graduated I would like to become a successful Graphic Designer.

SKILLS

- *Administrative Officer*
- *Microsoft 365*
- *Adobe Photoshop*
- *Adobe Illustrator*
- *Adobe XD*
- *Leadership*

LANGUAGE

- *English / French - Fluent*
- *Hindi - Beginner*

EXPERIENCE

TRAINEE ADMINISTRATIVE OFFICER/PAYWISE LTD
JUNE 2021-DECEMBER 2021

I was responsible for creating marketing videos for the company; I was also setting up and managing social media business accounts. Additionally, I was able to handle various administrative tasks like attending calls, preparing correspondence and filling company documents.

FRONT DESK ASSISTANCE/HUMEBR RESIDENCE
April 2023-April 2024

I was responsible for answering phones, welcoming guests, and managing entries. Additionally, I programmed student key cards and ensured they checked out on time. I also managed the daily shift report. Furthermore, I arranged meetings for managers and students. Another thing I was doing as a FDA I was providing support to both staff and visitors with any inquiries or issues.

EDUCATION

DEGREE / DATE EARNED
HIGH SCHOOL • JUNE 2021
HIGHER SCHOOL CERTIFICATE GPA-8 credits

HUMBER COLLEGE• IN PROGRESS • POST-SECONDARY IN GRAPHIC DESIGN

Enrolled September 2022

VOLUNTEER EXPERIENCE OR LEADERSHIP

INTERNSHIP VOLUNTARY ASSISTANCE• APEIM MAURITUS "SCHOOL FOR DISABLED PERSONS" • JUNE 2022- JULY 2022

During my volunteer internship I got an opportunity to participate and help the young beneficiaries in daily task in the workshop. I was responsible in supervising the disabled people and by helping them in the tasks they had to assume such as educational cooking, painting, and dancing. I was able to understand some of their difficulties. I was responsible in making a daily report on the supervision of these beneficiaries.

ABOUT GDS EXPERIANCE

I have 3 years of experience with Adobe Photoshop, Adobe Illustrator, Adobe Lightroom, and other design software. During my 2 years at Humber College, I gained proficiency in HTML, CSS, and JavaScript. Additionally, I developed skills in Figma, which significantly enhanced my UI design capabilities. Over these 2 years, I have deepened my expertise in Adobe software and seized opportunities to learn new techniques and tools.