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| poornima ranganathanPlot No: 225, St. Antony Nagar, 3rd Street, Kallikuppam, Ambattur, Chennai - 600053. Phone: 8754495902 Email: poornee2000@gmail.com |
| *After a decade in the work place, I decided to take a trip around the world with my family, to complete a long - held desire to expose myself to new cultures. I found that my skills translated into numerous languages as it was easy to make new friends who provided me with a whole new perspective on life. It was a much-needed break, and I feel refreshed, energized, and ready to get back to work. Designer with over 3+ years of experience to obtain a challenging position and create a niche for myself in the world of Multimedia Graphics with an opportunity to combine my creative skills and knowledge of graphic design to solve diverse design Issues. To put in my best and to work in a technically challenging environment and hence contributing to the growth of the organization and achieving success through hard work, commitment and at most sincerity* |

# Experience

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| Jan 2021 - till date tele - marketing, krona growth investment pvt ltd* Answer telephone calls from clients who are responding to advertisements
* Explain the loan details to potential clients
* Handle client questions
* Obtain clients information including names and addresses
* Receive client documents through mail and input details into the computer system
* Contact clients to follow up on initial interaction
* Schedule appointments for discussion in person to meet prospective clients
* Record details of transaction
 |
| **NOV 2009 - MAR 2010** Designer, Zuri International Hospitality Pvt Ltd • Stall & Hoarding design• Designing Magazine Ads, Broacher, Pamphlets, Menu cards• Supervise the Assessment of all the graphic materials in order to ensure the quality and accuracy of the design**JUNE 2007 – FEB 2008 / MAY 2005 – APR 2007**Visualizer & Designer• Designing presentation flow and developing• creative background templates for Presentations• Developing concepts for brochure, hoarding and label design• Color correction and image formatting for printing • Story board creation according to the script provided by client• Coordinating with team members for quality and timely delivery• Coordinated all aspects of the project, be it scheduling, quality assurance, client coordination and tracking**JAN 2004 – FEB 2005**Program Coordinator• Coordinating the programmers• Contacting Professional Cinematographers for shooting• Photography and video capturing, video conversion and editing to digital formats• Interacting with Anchors regarding the scripts• Reporting to Producer on status and deliverables• Maintaining a healthy environment among team |

# Education

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| 2005 – 2007 m. sc electronic media, college of engineering, guindy |
| 2005 – 2007 b.sc visual communication, s.r.m arts and science college 2003 – 2004 Diploma in Multimedia, CYS Systems Pvt Ltd  |

# Skills

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| * Communication skills
* Adaptability
* Initiative
* Tenacious
 | * Negotiation skills
* High energy levels
* Self-motivation
* Proficiency in relevant computer application
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# Activities

Reading Books, Music, Photography, Sketching, Yoga and Travelling

**LANGUAGES**

Telugu, Tamil, Kannada and English