**COVER LETTER**

**Sub:** Submission of my resume for a job opportunity in your esteemed organization.

**Respected Sir/Madam,**

Greetings for the Day,

With due respect I would like to express my interest for an opportunity with your esteemed organization. Hence I would like to introduce myself dully, I am a BCA Graduate of 2014 batch with a Diploma in Graphic and Web Designing seeking for a suitable career in graphic and visualization stream.

So during the tenure of my Diploma i got an opportunity to be associated as a Talent Acquisition Specialist with a consultancy i.e. Ascensive Consulting firm, during which I got an insight of the various business aspects and to be associated with various different talent groups.

I have recently associated with an MNC firm NexusNovus as an External Consultant handling all their design oriented requirements where, I am directly coordinating with company’s senior management.

It is my humble request that you accept my job application by providing me a learning opportunity where I can enhance my skills and henceforth believe that i would be able to add value to your organization which would help me to uplift my career goals to a new height.

Looking forward to hear from you,

For any further information or details kindly contact me on my below details.

**With warm regards,**

Mithun Raju.K

+91 99865 40625

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**MITHUN RAJU. K**

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Mathikere, Bangalore - 54

+91-9986540625

mithunraju14@gmail.com /

mithraj14@gmail.com



www.mithunraju.weebly.com

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Picture10

**CAREER GOAL**

I want to secure a challenging position in graphic and visualization that allows me to get perfection in my field of expertise. Hence would intend to work with a progressive organization where I could utilize my knowledge & skills for mutual development of the organization & myself.

Picture13

**WORK EXPERIENCE**

**External Consultant ( Freelancer )| Aug 2015 - Present**

**NexusNovus, Bengaluru**

* Providing visual and design solutions for modulating presentations and print layouts.
* Creating illustrations and icons to scrutinize large data and reports
* Designing of brochures and print material as required.
* Coordinating with the sales and marketing team for design requirements.
* Other duties as required.

**Talent Acquisition Specialist | May 2014 - Present**

**Ascensive Consulting Firm, Bengaluru**

* Currently sourcing recruitment service ranging from IT, Non- IT, ITES to various industries which include talent requirement from Entry level to Managerial roles through strategic acquisition resource.
* Co-ordinating with recruiters, operations staff and other human resources staff to ensure a smooth sourcing and hiring process for the clients
* Develop innovative, creative, and proactive recruitment / sourcing strategies to develop high quality active and passive candidate pipelines. Conducts regular follow-up with clients to determine the effectiveness of recruiting plans and implementation.
* Effectively builds and engages with talent communities through various job portals,
* Identify and source appropriate talent for current and future talent requirements with different organizations,
* Other duties as assigned.

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**TECHNICAL SKILL SET**

**Software Capabilities**

Adobe Photoshop, Adobe Illustrator, Adobe In Design, Adobe Flash, Corel Draw, Adobe Premier, MS Office, So­­ny Sound Forge, Microsoft Outlook.

**Technical Skills**

HTML, CSS, Understating of C,C++,C# & Java ,Basics of Web Analytics, Flash Scripting, Copy writing, Video/ Sound Editing, Computer Hardware

Picture9

**EDUCATION**

**Diploma in Graphic & Web Designing| 2014 - 2015**

**Zee Institute of Creative Arts (ZICA), Bangalore**

**Bachelors of Computer Applications (BCA) | 2011 - 2014**

**St. Claret Degree College, Bangalore**

**P.U.C (12th) | 2009 - 201**1

**St. Claret Pre University, Bangalore**

**SSLC (10th) | 2008 - 2009**

**St. Claret High School, Bangalore**

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**ROADTREK v1.0 | Offline**

**BCA 5th Semester**

**Technologies:** Microsoft Visual studio 10.0

**Operating System:** Windows 7

**Languages:** C++

**Databases:** MS access

**Role:** Design and Development

**Project Description:**

The main objective of the project is to create an User Interface (U.I) based application that provides information about various destinations and places in and around Karnataka by briefing the about the various tourist destinations which can be explored by a traveller to improvise on their understanding about the locations for a better travel experience.

**ROADTREK v2.0 | Online**

**BCA 6th Semester**

**Technologies:** Microsoft Visual studio 12.0

**Operating System:** Windows 8/8.1

**Languages:** C#, XAML, Bing.API

**Databases:** SQLite

**Role:** Design and Deployment

**Project Description:**

The objective of the project was to develop a windows 8 platform based application which can be accessed by any device with windows 8 O.S where in to access the different features such as the tourist places around different dimensions of India as a whole, along with the features of accessing the details of accommodation, travel, cuisines and many more related to the places. The app also had the functionalities of Google maps for better navigation for the users.

**Where to Eat, What to Eat | Graphic/Printed**

**Diploma in Graphic & Web Designing**

**Technologies:** Adobe Photoshop, Adobe Illustrator

**Role:** Designing and Publishing

**Project Description:**

The objective of the project was to design a food guide depicting the various restaurants around Bengaluru.

It covered cuisines of various regional delicacies which were up for grabs in Namma Bengaluru where in the reader can get access to information’s like the location and the specialities these places have to offer which is represented

By lingual and graphical representation.

**ACADEMIC PROJECTS**

Picture12Picture14

**DECLARATION**

**PERSONAL DETAILS**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

**Place:** Bangalore

* Self-starter and ability to adapt to new environment.
* Highly motivated and eager to learn new things.
* Strong motivational and leadership skills.
* Ability to produce best result in pressure situation.
* Excellent communication skills in written and verbal both.
* Capacity to work in team or individually and take up responsibilities.

**Father’s Name:** Krishna Raju. K

**Date of Birth:** 14/04/1994

**Language Known:** English, Hindi, Telugu, Kannada and Tamil

**Sex:** Male

**Nationality:** Indian

**References:** Available on request

**LinkedIn:** https://in.linkedin.com/in/mithunrajuk

* Worked as computer instructor at Summanahalli Government High School for 2 months.
* Active member of college NSS team.
* Served as the college union President for the year 2013-14.
* Designed & published the annual science magazine E-waves for IT Dept.
* Participated and secured awards in various Science/IT fests at college level.
* Won the overall championship in IT fest held at Seshadripuram First Grade College.
* Attended seminar held at SAP Techniversity and Microsoft
* Completed Certification course on Windows app development from Aptech.
* Awarded the NSS Certification for Social awareness and development activities.

**EXTRA – CURRICULAR ACTIVITIES**

**ACHIEVEMENTS & CERTIFICATIONS**

**PROFESSIONAL ATTRIBUTES**