

# Sridharan M

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Mobile No.: +91 9791039532  
E-mail: [sayirp2016@gmail.com](mailto:sayirp2016@gmail.com)

## Objective:

To work diligently in a challenging environment that would allow me to apply my skills and thoughts in a productive manner, both for the organization as well as for myself.

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## Career Highlights:

Designation : **Senior Project Coordinator**  
Duration : Since June 2014  
Organization : **RR Donnelley, Chennai.**

Designation : **Project Coordinator**  
Duration : Jan 2011 – May 2014  
Organization : **RR Donnelley, Chennai.**

Designation : **Senior Document Specialist**  
Duration : Jan 2007 – December 2010  
Organization : **RR Donnelley, Chennai.**

Designation : **Document Specialist**  
Duration : May 2004 – December 2006  
Organization : **RR Donnelley, Chennai.**

Designation : **Data Conversion Specialist**  
Duration : Nov 2000 – August 2003  
Organization : **RR Donnelley, Chennai.**

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## Current Employment Details:

### *Roles and Responsibilities*

- Creating professional quality presentations involving charts and tables in Microsoft PowerPoint, Word and Excel consistently adhering to our standards within a timeframe.
- Produce high-quality pitchbooks, presentations, memoranda client. Import and revise graphics files as necessary.
- PowerPoint presentation creation, extensive graphing and charting in Excel and general desktop publishing duties.
- Create and edit multi-page/multi-section documents using templates and style sheets for pitchbooks, graphs, charts, presentations and other print/design projects.
- Instrumental in creating Style Guide Templates—Master Style (Vital Info) for Client templates.
- Proofread completed projects to ensure quality and accuracy.
- Maintain all job and production tracking data. Handle sensitive and/or confidential documents and information.
- Clearing clarification from onshore through chat/phone for Document Specialists.
- Mentor the new joiners and ease them into live projects.

## Previous Employment Details:

### **Data Conversion Specialist, Chennai**

### *Roles and Responsibilities*

- Create, edit and handle pitchbooks and presentations, using PowerPoint and Word, as well as creating chart in Excel, adhering to deadlines, produce and deliver a quality product to clients.
- Communicate job or deadline status to manager. Inform supervisor/manager of relevant information.
- Formatting, editing and building financial documents to prepare in Word, Excel charts and PowerPoint presentations.

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- HCFA project
- Continually improved the required skill set, keeping up with current trends.

## **Educational Profile:**

Graduation : B.Com.  
University : University of Madras

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## ***Additional Qualification:***

1. Editorial Proofreading
2. Indexing
3. Typesetting
4. E-book conversion
5. XML Conversion
6. Data entry
7. Data Collection from the websites
8. Data Analysis

## ***Technical Skills:***

Excellent working knowledge : MS-Office (PowerPoint, Word and Excel).  
Adobe : Photoshop, and Abby Conversion—OCR Package.

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## **Personal Profile:**

Date of Birth : 16 June 1979  
Fathers Name : Munuswamy G  
Marital Status : Married  
Languages Known : English, Tamil  
Address : R. V. Nagar,  
Kodungaiyur,  
Chennai – 600 118  
Tamil Nadu  
India  
E-Mail : [sayirp2016@gmail.com](mailto:sayirp2016@gmail.com)

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**Date:**

**Place:** Chennai, Tamilnadu, India

**(Sridharan M)**