

# SHAHID ALI

Executive DTP  
Operator

## Contact

### Address

Munirka, New Delhi, India  
110067

### Phone

+919559901422

### E-mail

shahid.ali33184@gmail.com

## Skills

Independent project  
execution

Proficient in Microsoft  
Office

Proofreading &  
editing

Excellent  
communication

Time management

Multitasking

Strong focus on timely  
deliverables

Typing in Hindi, English  
and Urdu

Math Type

## Languages

Hindi

English

Urdu

Detail-oriented DTP Operator with expertise in Hindi, English, and Urdu typing, advanced MathType skills, and strong command of MS Word, PowerPoint, Excel, and Google Slides. Skilled in creating accurate academic diagrams and well-formatted content, seeking to contribute technical precision and creativity to support effective teaching and professional documentation."

## Work history

### At Add247(June 2024-April 2025)

#### KEY RESPONSIBILITIES:

- Working on multiple subjects (Physics, Chemistry and Biology).
- Prepared weekly and monthly Test Papers for JEE/NEET aspirants.
- Created clear and accurate diagrams for Physics and Chemistry subjects
- Prepared PowerPoint content to support faculty in delivering live classes
- Utilized Math Type and MS Word for professional formatting and accurate mathematical typing

### At Vedantu (February 2020 - December 2021)

Worked as **DTP Operator** Vedantu Innovations Pvt Ltd, With Department Acads, Bangalore

#### KEY RESPONSIBILITIES

- Managing a team of 8 DTPs.
- Working on Google Slides and upload on the company portals
- Typing Minor and Major Tests
- Created Final Format of Hindi/English Modules
- Created final format for Tests and Google Slides (for live classes of IIT JEE/NEET)

### At Avant Learning Centres Pvt Ltd, New Delhi, India (November 2018 - January 2020)

Worked as **Print Production Specialist**

- Create Hindi Modules for High school students
- Making diagrams on Edraw Max software
- Deliver modules with accurate formatting.

## Education

2013-01 -  
2016-01

### **B.Com(Hons.)**

*Lucknow University*

2011-01 -  
2013-01

### **INTERMEDIATE: Commerce**

*S.D.S Inter College - Azamgarh*

2011-01

### **High School**

*M.P. Inter college - Mubarakpur*