

SAURABH JYOTSANA SURESH JADHAV

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Creative and detail-oriented postgraduate with experience in social media management, graphic design, website development, and office documentation. Skilled in creating engaging digital content, managing administrative tasks, maintaining records, and working with online portals. Passionate about supporting educational institutions through effective communication, and creative digital presence.

PROJECT

CyberVulnX Club – Design & Media Coordinator (Student Leadership)

- Designed Instagram posts, carousel posts, brochures and event banners.
- Managed the club's social media presence.

Alina Builders – Freelance Website Designer & Social Media Designer

- Developed and maintained the company's website.
- Created brochures, banners and promotional materials & Managed digital content updates

Raj Housing – Freelance Website Designer

- Developed and maintained the company's website.

SKILLS

Graphic & UI Design:

- Canva | Figma | Adobe XD | UI/UX Design | Social Media Post Design | Carousel Design | Brochure Design | Poster Design

Office & Administration:

- Microsoft Word | Excel | PowerPoint | Google Workspace | Document Management | Record Keeping | Data Entry | Online Portal Management

Professional Skills:

- Communication | Time Management | Teamwork | Attention to Detail | Problem Solving | Creativity

TOOLS

- Canva | Figma | Photoshop | Adobe XD | Microsoft Word, Excel, PowerPoint | Google Docs, Sheets | Visual Studio Code | GitHub | VN Video Editing

CERTIFICATION

- Design Thinking – Practitioner's Perspective by TCS iON

EDUCATION

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| • M.SC. IN CYBER SECURITY (96 %) – B.K. Birla College, Kalyan – 421301 | 2024 – 2026 |
| • B.SC. IN COMPUTER SCIENCE (77 %) – SST College, Ulhasnagar – 421004 | 2021 – 2024 |
| • HSC (SCIENCE) (63 %) – Govt. Sri Ranbir Model Higher Secondary School, Jammu | 2020 – 2021 |