

# TAHER S. RAMPURAWALA

Graphic Designer | Web Developer | Video Editor

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## SUMMARY

Creative and versatile professional with expertise in graphic design, video editing, and WordPress development. Proficient in Adobe Creative Suite, including Photoshop, Illustrator, Premiere Pro, and InDesign. Skilled in creating visually appealing interfaces with responsive design and optimizing website performance. Skilled in creating engaging video content and visual storytelling. Brings a track record of success in dynamic environments requiring agility and an eye for detail. Fluent in English, Hindi, Gujarati, and Urdu, with excellent technological proficiency and a UAE driving license.

## WORK EXPERIENCE

**Head of Design Department**  
**Hexin Investment Group**  
**Batumi, Adjara, Georgia**

**August 2022 - November 2023**

- Lead the web design and development team, providing guidance, mentorship, and direction to ensure project success.
- Develop and implement web design and development strategies that align with the company's overall goals and objectives.
- Collaborate with stakeholders, including marketing, product, and technology teams, to ensure that web projects meet business requirements and deliver a positive user experience.
- Stay up to date with the latest web design and development trends and technologies and recommend appropriate solutions to enhance the company's web presence.
- Manage the web design and development budget, ensuring that projects are completed within scope, on time, and within budget.
- Ensure the highest quality standards are maintained in all web design and development projects, and that all projects are accessible, responsive, and meet accessibility standards.
- Oversee the creation of wireframes, prototypes, and user flows to support the design and development of web projects.
- Conduct regular performance reviews of the web design and development team and provide feedback to support their growth and development.

**Graphic Design & Web Development**  
**Hexin Investment Group**  
**Expo City, Dubai, United Arab Emirates**

**January 2022 - August 2022**

- Collaborate with the web design and development team to implement web projects, from conception to launch.
- Write clean, well-documented, and efficient code that meets the company's quality standards.
- Develop and maintain websites and web-based applications, including troubleshooting and fixing bugs as needed.
- Stay up to date with the latest web development technologies and trends and recommend appropriate solutions to enhance the company's web presence.
- Work closely with stakeholders, including product, marketing, and technology teams, to ensure that web projects meet business requirements and deliver a positive user experience.

- Ensure that all web projects are accessible, responsive, and meet accessibility standards.
- Participate in code and design reviews to ensure that projects are developed to the highest standards.
- Participate in team meetings and contribute to the continuous improvement of web development processes.

**Graphic Designer, Web Developer & Video Editor**      **October 2021 - January 2022**  
**Square Off Consultants**  
**Mumbai, Maharashtra, India**

- Create visual designs for websites, web-based applications, and digital marketing campaigns, including logos, graphics, and layouts.
- Develop and maintain websites and web-based applications, using HTML, CSS, and JavaScript.
- Edit and create videos for digital marketing campaigns, including promotional and educational content.
- Work closely with the web design and development team to ensure that designs and videos are integrated seamlessly into web projects.
- Stay up to date with the latest design and development trends and technologies and recommend appropriate solutions to enhance the company's digital presence.
- Ensure that all designs and videos are accessible, meet brand standards, and deliver a positive user experience.
- Participate in team meetings and contribute to the continuous improvement of design and development processes.

**Graphic Designer**      **October 2021 - December 2021**  
**Premier Laser**  
**Thane, Maharashtra, India**

- Create visual designs for print and digital media, including logos, graphics, layouts, and marketing materials.
- Ensure that designs are accessible, meet brand standards, and deliver a positive user experience.
- Stay up-to-date with the latest design trends and technologies, and recommend appropriate solutions to enhance the company's visual identity.
- Collaborate with the web design and development team to ensure that designs are integrated seamlessly into web projects.
- Participate in team meetings and contribute to the continuous improvement of design processes.

**Graphic Designer, Web Developer & Video Editor**      **June 2020 - October 2021**  
**Creo Media & Entertainment**  
**Mumbai, Maharashtra, India**

- Create visual designs for websites, web-based applications, and digital marketing campaigns, including logos, graphics, and layouts.
- Develop and maintain websites and web-based applications, using HTML, CSS, and JavaScript.
- Edit and create videos for digital marketing campaigns, including promotional and educational content.
- Work closely with the web design and development team to ensure that designs and videos are integrated seamlessly into web projects.

- Stay up to date with the latest design and development trends and technologies and recommend appropriate solutions to enhance the company's digital presence.
- Ensure that all designs and videos are accessible, meet brand standards, and deliver a positive user experience.
- Participate in team meetings and contribute to the continuous improvement of design and development processes.

**Accounts Executive**  
**Light World**  
**Mumbai, Maharashtra, India**

**January 2019 - January 2021**

- Overseeing the operations of the accounting department, including the design of an organizational structure adequate for achieving the department's goals and objectives.
- Managing and supervising accounting staff, ensuring clarity over financial management and reporting.
- Developing and maintaining accounting principles, practices, and procedures to ensure accurate and timely financial statements.
- Ensuring compliance with all financial regulations and reporting requirements.
- Coordinating and completing annual audits, providing recommendations for procedural improvements.
- Preparing and reviewing budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Analyzing and reviewing budgets and expenditures for local, state, federal, and private funding, contracts, and grants.
- Advising on strategic planning and business development as it relates to financial management.

**Accounts Executive**  
**AI-Omniya General Trading Co. LLC**  
**Deira, Dubai, United Arab Emirates**

**May 2015 - January 2019**

- Lead the day-to-day accounting operations, including preparing and maintaining accurate financial records, reconciling bank accounts, and preparing financial statements.
- Advise management on accounting and financial management practices and recommend solutions to improve the organization's financial performance.
- Prepare and file tax returns, including income tax, sales tax, and payroll tax returns.
- Develop and implement accounting policies and procedures and ensure compliance with accounting standards and regulations.
- Mentor and train junior accountants, and lead by example in providing high-quality accounting services.
- Stay up to date with the latest accounting and tax laws and regulations and ensure that the accounting team is compliant with these requirements.

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## **EDUCATION**

**Higher Secondary Certification**  
 National Institute of Open Schooling

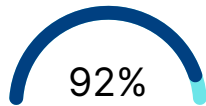
- Science with PCMB
- Final Percentile: 70%

**April 2016**

- Final Percentile: 69%

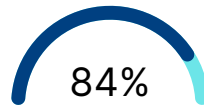
## KEY SKILLS

- Good Communication skills.
- Organizational and time management skills.
- Corporate communications.
- 5 years of UAE Driving Experience
- Problem solving.
- Prospecting.
- Attention to details.
- Fluent in English, Hindi, Gujrati & Urdu.



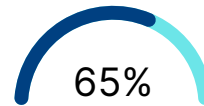
92%

Photoshop



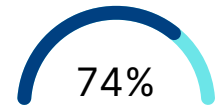
84%

Illustrator



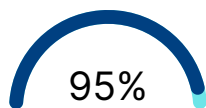
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Corel Draw



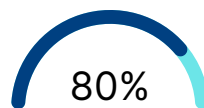
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Web Development



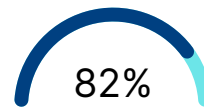
95%

MS Office Suite



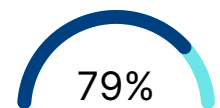
80%

Design Skills



82%

UI/UX



79%

Social Media