







ALIFA MARIA REBELLO

Graphic & Web Designer

CONTACT

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EDUCATION

BA (Hons) Graphic Design

York College | York | UK
Sep 2015 – June 2018

Bachelor of Computer Application (BCA)

Rosary College of Commerce & Arts | Navelim | Goa – India.
Jun 2003 – Apr 2006






Computer Technique

Holy Trinity Higher Secondary | Benaulim | Goa – India.
Jun 2001 – Mar 2003

S.S.C (which equivalent to GCSE)

Popular High School | Margao | Goa – India.
Jun 1991 – Mar 2001

SKILLS

-  Photoshop: Good
-  Illustrator: Good
-  InDesign: Good
-  Firework: Good
-  Dreamweaver: Good
- HTML, CSS & Bootstrap: Good

PROFESSIONAL PROFILE

A bright, talented, ambitious, self-motivated and reliable Web Designer with strong creative skills. I am able to work well as a part of a team using my own initiative with the minimum of supervision to meet the tightest of deadlines.

I'm currently looking for a suitable web designer opportunity where my skills and knowledge can make a contribution to promote the growth of the organization.

RELATED WORK HISTORY

Online Productivity Solutions Pvt Ltd. | Verna | Goa - India.

Apr 2009 – May 2010 **Web Designer**

- » Discussing the requirements of the project with clients and colleagues.
- » Designing sample page layouts including the fonts, text, color, images, buttons, menus, and navigation etc.
- » Editing content, debugging code and re-designing web pages.
- » Working with other web specialists including web developers and graphic designers.
- » Creating various logos, icons, brochures, flyers and visiting card etc.
- » Responsible for other duties as assigned.
- » Testing and improving the design and site.
- » Responsible for preparing TITLE & META tags and page content for search engine optimization.
- » Succeeded in completing client's projects on time.
- » Built an excellent relationship with the company management.

Dec 2008 – Apr 2009 **Junior Web Designer / Admin Assistant**

- » Creating various logos, icons, banners, visiting cards etc.
- » Converting design templates to their respective HTML/ CSS formats.
- » Attending Incoming, Outgoing calls, handling petty cash and bank work.
- » General office correspondence & filing, Scheduling interviews & ordering stationery and office supplies.

Dec 2007 – Nov 2008 **Customer Support – Audit / Data Entry**

- » Reviewed charge documents for accuracy as well as corrected errors, return documents to source or enter missing data.
- » Creating CCS reports on a weekly basis for various locations of the client
- » Interacting with the clients and carrier through emails.
- » Customer support for Audit and Data Entry.


ACHIEVEMENT

1st Place for **Floral Fancies**
which was conducted by
Damodar Super School Complex
| Margoa | Goa- India.

INTERESTS



SOCIAL LINKS

-  alifa.rebello
-  alifarebello
-  rebelloalifa

REFERENCES

Available Upon Request

OTHER WORK HISTORY

M & S | York

Aug 2011 – Ongoing

Catering & Customer Assistant

I have worked at Mark and Spenser in York to support my studies where I have a range of responsibilities including:

- » Advising & serving customers.
- » Processing payments.
- » Assisting customers in order to help them find what they need.
- » Ensuring stock levels are well maintained.
- » Providing customers with information on pricing and product availability.

Wincanton through the Best Connection Agency | Swindon.

Aug 2010 – Apr 2011

Penalty Operator (Admin)

- » Dealing with data entry for a range of products.

Kateson Beauty Centre Ltd | Swindon.

Jun 2010 – May 2011

Retail (part time)

- » Data entry job for product administrations.

Don Bosco Technical Institute | Fatorda | Goa – India

May 2006 – Nov 2007

Computer Instructor

- » Teaching different computer applications such as (MS Windows, MS Office, Internet, Web Designing and DTP, etc.)
- » Attending to customer's regarding the courses offered.
- » Involved in giving ideas and designing layout for the courses offered.
- » Maintaining petty cash, filing student's records and setting exam papers.
- » Taking appointment over the phone etc.