

# IRFAN BABAR

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Customer focused professional with 9+ years of multi-faceted experience in Graphic Designing, Digital Sales, Customer relationship building, Management skills, Communication ability.

## STRENGTHS & EXPERTISE

- . Price Negotiation, Consultation with client to determine design/print needs.
- . Cost analyzing, Estimate preparation.
- . Critical thinking.
- . Multitasking abilities.
- . Problem solving.
- . Decision making.
- . Can-do positive attitude.

## COMPUTER & TECHNICAL SKILLS

Fully equipped to handle all the required software applications like Adobe Suite, Coral Draw, MS Office etc.

Hands on experience of working on different print machines of Xerox, Ricoh and Canon

Do have more than 9 years of working experience as graphic designer and working experience in 2 Architectural/Engineering companies namely Perkins & Wil and ARUP.

Guiding customers about the design and printing issues in their files (if any) and giving them best possible cost effective solutions for their jobs.

Preparing files before printing and reviewing all files before the setting up and sending to Fiery for print, and to off-set printers.

I do have experience of handling the multiple finishing equipment like Binding machines, cutter, laminator etc.

Fully understand and know the paper types. Handling the work dockets.

Responsible to keep the inventory up to date as per requirement of the work flow.

Enabling the priority based on the job requirements. Keeping track of on time shipments to customers.

Sending files to Fiery after preflight process. Imposing as and when required.

## WORK EXPERIENCE

### DESIGN / PRINT PRODUCTION MANAGER

**UPS Canada** (Oshawa)

Since July 2016

Responsible to design and print graphics for customers for their marketing needs.

Marketing Advertising material includes Flyers/Brochures, Post cards, Note pads, Letter heads, NCRs/Invoices and Booklets etc.

Editing / and manipulation of photos is also one of the main responsibility of my role.

Creating templates for different graphic work.

I do product photography as well as wild life photography.

Keep liaise with off-set printers, paper suppliers.

Inventory management.

**FM Lead** 2013 till 2016

Hired by ABC Imaging (USA based) to manage their 3 sites of Perkins and Wills (Architectural Design Company) 2 in Toronto and 1 in Ottawa.

Responsibilities includes but not limited to

Image building, Communication with clients, Printing/Designing, Inventory management of three sites.

Resolving issues pertaining to printing, job handling over the portal, online order placement.

**STORE MANAGER**

2009-2012

UPS Store

Over all responsibility of handling and running the store to the optimum capacity related to the activities of Coaching/Training the staff

Customer service, Printing, Graphic Designing

Customer retention, New account management

Following the company policy for improvement of sales.

**MANAGER MARKETING**

2008-2009

Print Three, Ajax

Brought on board the experience of Marketing, Customer service, Sales and Graphic designing/printing.

Working in dynamic high volume environment.

Handling wide range of in-bound queries products, services.

Creative and well versed with Adobe Suite Able to work unsupervised and independently

#### **EDUCATION:**

- . Diploma in Graphic Designing Durham Computer and Business College
- . Graduation

#### **LANGUAGES:**

English, Urdu, Punjabi, Hindi