# Arul John

Presentation Specialist & Graphic Designer

■ +91 79755 93416 | ✉ Arul.presentation25@gmail.com
■ Bangalore, India | ■ Available Remotely Worldwide

■ Global Award — Exceptionalist, 2012
■ Innovative Champion Award, 2016
■ Star Performer Q1 2025

**19+ Years Experience**
**100% Client Satisfaction**

## PROFESSIONAL SUMMARY

Highly experienced Freelance Presentation Specialist with 19+ years delivering boardroom-ready PowerPoint decks, investor pitch presentations, data visualisations, and custom templates for global financial firms, investment banks, and consulting leaders. Proven track record of 100% client satisfaction, multiple international awards, and expertise across the full Adobe Creative Suite, MS Office, VBA/Automation, and modern presentation platforms.

## WORK EXPERIENCE

### Manager – Global Production & Research
May 2013 – Present
*UK Financial Firm, Bangalore*

Supervise development of corporate presentations and document evaluations for global analysts. Compile analyst reports in standardised formats for print and digital distribution. Lead a team of three — achieved 100% rise in client satisfaction on all agency assignments.

### Lead Quality Specialist
Dec 2009 – May 2013
*Williams Lea, Hyderabad*

Created corporate presentations and proofed documents for investment bankers. Led a 4-member team, managing workflow and rush jobs. Delivered training on PowerPoint and CorelDRAW. Conducted weekly quality audit reports.

### Senior Document Specialist
Jan 2008 – Dec 2009
*UBS Investment Bank, Hyderabad*

Designed high-impact presentations and Waterfall/Marimekko charts using ThinkCell. Developed VBA macros to improve speed and accuracy. Built PowerPoint master templates and standard logos in CorelDRAW.

### Document Specialist
May 2006 – Dec 2007
*RR Donnelley (OfficeTiger), Chennai*

Formatted PowerPoint/Word presentations for consulting and equity research firms globally. Created Excel charts (line, column, variwide, pie). Verified output quality through proofreading and grading.

### Data Entry Operator
Jan 2006 – Apr 2006
*M/s Maruti Udyog Limited, Chennai*

Collected regional data for South India, compiled reports and created PowerPoint slides for seminar presentations.

## KEY SKILLS

**Presentations:** MS PowerPoint, Google Slides, Prezi, Genially, Canva

**Design:** Photoshop, InDesign, Illustrator, CorelDRAW

**Data & Charts:** ThinkCell, Excel, PowerQuery, Variwide, Marimekko

**Automation:** VBA Macros, Excel Automation, SharePoint

**Video:** Premiere Pro, Motion Graphics

**Documents:** MS Word, Visio, Data Analysis

## EDUCATION

**BSc. Physics (1st Class)**
St. Joseph's College, Trichy, TN · 2000

**PGDCA (1st Class)**
IFG-ace, Tamilnadu · 2003

**Graphic Designing (1st Class)**
NGIIT, Hyderabad · 2011

**Typewriting English (1st Class)**
Tamilnadu Board · 1996

## AWARDS & RECOGNITION

■ **Global Award — Exceptionalist** · 2012

■ **Innovative Champion Award** · 2016

■ **Star Performer** · Q1 2025

## CONTACT

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