

SUNIL P BHOWAD

Professional Summary

Highly experienced DTP Executive with over 17 years of expertise in digital content management, data entry, and website administration. Skilled in CMS, Adobe Photoshop, and MS Office, with a strong focus on accuracy and efficiency. Proven ability to handle high-volume content uploads and ensure seamless workflows. A reliable team player known for problem-solving and technical proficiency, now seeking to bring these skills to a new role.

Technical Skills

- **Content Management:** CMS-Admin, Bulk Upload Processes using HTML
- **Operating Systems:** Windows 7, Windows 10
- **Software Expertise:** MS Office Suite (Word, Excel, PowerPoint), Adobe Photoshop, ChemDraw
- **Web Skills:** Content formatting, Video editing and uploading (.mp4).
- **Other Skills:** Metadata creation, Data management, Digital asset organization.

Experience

Greycells18 Media Ltd. (Topper Learning) – 10 years

Content Champion – DTP

Website: <http://www.topperlearning.com>

Key Responsibilities:

- Managed content uploads and updates on the platform using CMS-Admin.
- Streamlined bulk upload processes for Word (HTML zip) and Excel files.
- Ensured precise document formatting, scanning, and record management.
- Conducted regular website checks for accuracy and functionality.
- Communicated updates to team members, ensuring timely collaboration.
- Provided basic image editing support using Adobe Photoshop.

Key Achievements:

- Improved team productivity by optimizing content workflows.
- Ensured consistent quality in website performance and content delivery.

Web18 (Moneycontrol.com) – 6 years

Data Entry Operator

Website: <http://www.moneycontrol.com>

Key Responsibilities:

- Managed high-volume data entry processes, creating and maintaining accurate metadata for financial content on the Moneycontrol platform.
- Uploaded and organized content using the CMS-Admin system, ensuring compliance with company standards and regulatory requirements.
- Identified and resolved data discrepancies, maintaining the accuracy and integrity of all uploaded content.
- Collaborated with cross-functional teams to ensure seamless website updates and content accuracy.

Key Achievements:

- Enhanced content accuracy by implementing a more thorough quality control process for data entry, reducing errors by 15%.
- Played an integral role in improving the site's operational efficiency through continuous monitoring and updates.

Core Competencies

- Attention to detail and quality control
- Time management and multitasking
- Strong communication and collaboration
- Process improvement and workflow optimization

References available upon request.