

# SYED ABDUL MUTHALIB S

Presentation Specialist

## PROFILE

Skilled in creating visually compelling and engaging PowerPoint presentations. Expert in structuring content, using impactful visuals, and enhancing audience engagement. Proficient in branding, storytelling, and simplifying complex information. Experienced in designing executive reports, sales decks, and training materials. Adept at aligning presentations with branding, storytelling techniques, and key messaging to ensure effective communication.

To work on a challenging job profile which provides an opportunity to enhance my technical skills and knowledge and I would constantly work as true to my conscience for the upliftment of my organization.

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Coonoor, Nilgiris 643102

## KEY SKILLS

- MS Office (PPT)
- Template Creation
- Visual Design
- Infographic Layouts

## LANGUAGES

- English
- Tamil
- Urdu, Hindi (Speak)

## EXPERIENCE

### Presentation Specialist (Oct 2024 – Till Date) AhaGuru Education Technology Private Limited

- Keep each slide simple with key points and visuals while using animations or transitions to maintain viewer interest. Avoid overcrowding slides with text.
- Use a clear, professional voiceover to explain each FAQ, ensuring proper pacing. Sync the narration with slide transitions to create a smooth, engaging video.

### Document Associate (2023 –2024) Williams Lea

- Creating PowerPoint Presentations from handwritten
- mark-up's or electronic manuscripts sent by foreign clients.
- Creation of new pages, editing and formatting existing documents as well as converting presentations from one template to another.
- Responsible for the accurate completion of edits as instructed by the banker and adherence to agreed deadlines, communicating and flagging any adverse impact.
- Creating Infographics that transform word/numbers

### AR Caller (June 2022 – June 2023) Access Healthcare/Chennai

- Determined reasons for denied or rejected claims and resubmit corrected claims.

## EDUCATION

### Bachelor of Commerce (Information Technology)

Hindustan College of Arts & Science (Autonomous)  
Coimbatore. 2018- 2021

### Higher Secondary Certificate

Stanes Anglo Indian Hr. Sec School  
Coonoor. 2018

### Secondary School Leaving Certificate

Timbre Tops Matriculation School  
Coonoor. 2016