



JONI CHANDRA DAS

GRAPHIC & WEB DESIGNER & ADMIN MANAGER



Profile

Passionate **Graphic & Web Designer** with expertise in branding, UI/UX, and marketing materials, delivering creative solutions that elevate brands. Currently working as an **Admin Manager at Mother Real Estate LLC**, managing Ejari, DEWA, Land Department processes, tenant relations, deal settlements, and accounts. Skilled at combining creativity with operational efficiency to achieve impactful results.



Work Experience

SUCCESS BUTTON | Calgary , Alberta, Canada / Jan 2019-Aug 2022

GRAPHIC DESIGNER (Remote)

I worked as a Graphic Designer from January 2019 to August 2022, specializing in creating over 2,000 high-content Amazon KDP books. Focused on quality and creativity. I consistently delivered exceptional results, earning recognition and client satisfaction.

Ironing Fairy | Unit 5, Riverside, Omega Park, Alton, United Kingdom
Jun 2022-Aug 2023

GRAPHIC & WEB DESIGNER (Remote)

I worked as a Graphic and Web Designer from June 2022 to August 2023, designing websites and user interfaces. Though my formal employment ended, I still take on occasional tasks, and they remain satisfied with my work.

BURJ ALDOHA DIGITAL MEDIA | Dubai, UAE / Sept 2023-Jun 2024

GRAPHIC & WEB DESIGNER

I joined as a Graphic & Web Designer in September 2023, creating media ads and designing websites for clients. My work consistently meets high standards and has been well-received by the company.

DAR AL BALAGHAH PRINTING PRESS |Sharjah, UAE / Jun 2024-Dec 2024

PREPRESS EXPERT GRAPHIC DESIGNER

I joined in June 2024 as a Prepress Graphic Designer, focusing on plate-making and creating materials like books, flyers, posters, and packaging. I'm committed to delivering high-quality work.

MOTHER REAL ESTATE LLC |Dubai, UAE / Jan 2025-Running

Admin Manager

- Oversee end-to-end administrative and operational functions within a leading real estate management company.
- Manage **Ejari registrations, DEWA processes, and Land Department transactions**, ensuring full compliance with UAE real estate regulations.
- Act as the primary **point of contact for tenants and clients**, handling communications, inquiries, and issue resolution with professionalism and efficiency.
- Negotiate and finalize lease agreements, manage tenancy renewals, and support property transactions to secure and settle deals.
- Perform **accounting functions**, including debit and credit entries, rent collections, and reconciliation of tenant accounts.
- Provide **customer representation** on behalf of the company, fostering strong tenant relationships and delivering high-quality service.
- Collaborate with management to improve internal processes, enhance client satisfaction, and maintain smooth property operations.



Education

Feni Computer Institute / 2020

Computer Science & Technology

Completed a 4-year diploma in Computer Science and Technology, mastering software development, programming, database management, networking, and hardware. Gained hands-on experience in web development, UI/UX design, and problem-solving, preparing for a successful IT career.

Feni Model High School / 2014

Secondary School Certificate (SSC) - Science Department

Achieved a Board-Stand GPA in SSC from Feni Model High School in 10 years, building a strong foundation in Science for further studies in Computer Science and Technology.

Contact



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Skills

- ADOBE ILLUSTRATOR - EXPERT
- ADOBE PHOTOSHOP - EXPERT
- ADOBE XD - EXPERT
- ADOBE INDESIGN - EXPERT
- WONDERSHARE FILMORA
- ADOBE ACROBAT - EXPERT
- POWER POINT - EXPERT
- MICROSOFT OFFICE - EXPERT
- HTML5 AND CSS3 AND JAVA SCRIPT - EXPERT
- WORDPRESS - EXPERT

LANGUAGE



English



Hindi



Bangla

Passions

