

# Alston Alvares

Mumbai, Maharashtra | +91 9326162374 | [alstonalvares.edu@gmail.com](mailto:alstonalvares.edu@gmail.com)

## Summary

An ambitious and motivated individual with good analytical and problem-solving skills with tangible experience. A Bachelor of Science Information Technology Student, excited to work in a challenging and dynamic environment to keep adding value to the organization while concurrently upgrading my skills and knowledge.

## Work Experience

Intern (College IT Department Administration)

Jun 2022 – April 23

THISM

- Managing and supporting all on-site student events (Universities & Seminars).
- Organizing and managing student's engagement activities along with internal & external communications.
- Managing documents.

Intern (Admission Management Department)

April 2023 - Present

THISM

- Maintained track records of leads generated by the marketing team and allocated the shortlisted leads to the Sales and Counsellors' teams for conversion.
- Assisted new students with their admission queries and visa-related procedures by collecting the necessary documents and verifying transcripts.
- Organized team-bonding events to help foster a positive atmosphere and improve team spirit.

## Education

Bachelor of Science Information Technology

Jun 2022 – April 2025

Anandibai Damodar Kale Degree College

- Conceptualized ideas and coordinated with different departments to successfully organize various events in the college as Events for the Adkian's Club.

Higher Secondary School Certificate

Jun 2020 - Apr 2022

Shri TP Bhatia Junior College of Science

## Skills

- Intermediate Web development
- Good communication Skills
- Attention to detail
- Adaptability
- Creativity
- Graphic Designing
- Multitasking
- Problem solving

## Volunteering

IT Department Management

THISM

Dec 2020 - Present

- Developed curriculums and personalized teaching methods to improve students' knowledge.
- Organized summer activities to improve the children's interaction skills and personalities.

Social Media Executive

ADK College

Jun 2021 - Nov 2021

- Designed different creatives that were used in the brand's social media posts.
- Strategized and managed the College's social media presence.

## Certifications

Complete SEO Free Course (Beginner to Advanced)

By Wscube Tech

April 2023

WordPress Tutorial for Beginners

By Wscube Tech

April 2023

Github Bootcamp Course

By Wscube Tech

April 2023

CSS, Bootstrap, JavaScript, Web Development Course

By Proper Dot Institute on Udemy

Feb 2023

C++ Complete Training Course for Beginners

By Krish Valley on Udemy

Jan 2023

Intro to Computer Organization, Number & Data Representation

By Aditya Mishra (Ph.D.) on Udemy

Sept 2022

## Interests

- Website Management
- Content Writing
- Graphic Designing
- Gaming