

Abhishek Singh

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Profile

- Professional with 2+ years of experience in Operations, Client Management & Client Servicing.
- Proficient in MIS reporting, Audits & Database Management.
- Experienced in QA Testing, Manual Testing, Black Box Testing & White Box Testing.
- Knowledge of UI/UX Designing, Web Designing, Graphic Designing & Logo Design.
- Good Command over End to End Web Development, Python, NLP & Digital Marketing.

Technical Skills

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|---------------------------------|--|
| ✓ Python/C++ | AI/ML Libraries, NLP & Data Structures |
| ✓ Postman | API Testing, API Monitoring & Documentation |
| ✓ MS Excel | V/H Lookup, Data Validation, Charts & Pivot Table |
| ✓ Linux/Windows | Installation, Configuration & Troubleshooting |
| ✓ SQL, MongoDB | Installation, Configuration, Query Optimization, Backups & Joins |
| ✓ HTML, CSS, JavaScript | Front-End Development, SEO Friendly Pages & Bootstrap |
| ✓ Figma, Sketch, Davinci | Moqups, Wireframes, Visual Design, Prototypes & Video Editing |

Work Experience

Handy Online Solutions Private Ltd (OnGrid)

Jun'21-Till Now

Role – Analyst-Operations

Key Responsibilities:

- Processing data received from the various clients as per their scope of work with proper Due Diligence
- Ensuring the TAT for the process is maintained as per the standards (reduced average TAT by 40%)
- Handled the process for 20+ clients while ensuring the quality of the process is met as per the guidelines
- Maintaining backups of daily reports from the MIS Dashboard
- Handling client queries and resolving their queries over mails
- Done auditing as per the laid standards

Ixxo.io

Oct'20-Dec'20

Role – Web Design (Intern)

Key Responsibilities:

- Creating Moqups, Wireframes & Prototypes as per the client requirements while ensuring the technical feasibility for the same
- Developed chat bot using Python and integrated same with the backend dashboard
- Done Web QA testing for released and under development projects
- Responsible for SQL query optimization and taking periodical backups

Role – Web Developer**Key Responsibilities:**

- Designed Moqups & Prototypes for the clients as per their requirements
- Developed feature rich websites as per the business requirements of the clients while ensuring the cross platform compatibility
- Done maintenance for the projects

Education and Certifications**BCA**

IGNOU (Indira Gandhi National Open University)

High School

CBSE (KSK Academy)

Certificates

- **Google** The Fundamentals of Digital Marketing ([View this Certificate here](#))
- **Freecodecamp.org** JavaScript Algorithms and Data Structures ([View this Certificate here](#))