

ANSHU KUMARI

anshusingh0028@gmail.com | 9389966470
NIT Durgapur, West Bengal

SUMMARY

Hi, I am a BTech CSE student at NIT Durgapur. I am passionate about software development. Fairly proficient in some programming languages C,C++ and javascript. I am skilled in web development frameworks like HTML/CSS, Bootstrap and ReactJS. Additionally, I have experience working with databases like MySQL, MongoDB.

PROJECTS

- Administrative Assistant, Arowwai Industries** **Oct 2023 - Present**
 - Managed executive calendars, schedule meetings, and coordinate travel arrangements.
 - Maintained office supplies inventory and order supplies as needed, optimizing cost efficiency.
 - Assisted in organizing company events, ensuring seamless execution.
- Office Coordinator, Borcelle** **Jan 2022 - Sept 2023**
 - Provided administrative support to a team of 20+ employees, including calendar management, expense reporting, and meeting coordination.
 - Acted as a liaison between departments, fostering effective communication and collaboration.
 - Assisted in onboarding new employees, facilitating orientation sessions and ensuring compliance with company policies.
- Internship, Salford & Co Corporation** **Apr 2021 - Dec 2021**
 - Supported senior executives with administrative tasks, including scheduling meetings, managing correspondence, and preparing reports.
 - Assisted in the planning and execution of corporate events and client meetings, ensuring a high level of professionalism and attention to detail.

EDUCATION

- National Institute of Technology, Durgapur** **Aug 2023 - Apr 2027**

B.Tech - Computer Science and Engineering

 - Current GPA: 8.31
- 6th - 12th in JNV BULANDSHAHR** **Aug 2015 - jun 2022**

Jawahar Navodaya Vidhyalaya, BSR

 - 12th percentage: 89%
 - 10th percentage: 94%

KEY SKILLS

Programming Languages- C, C++, HTML, CSS, JavaScript
Frameworks- Bootstrap, Tailwind css, Express.js, React.js
Tools- Visual studio code, git, MS Excel, Canva
Databases- MySQL, MongoDB
Platforms- Windows, Linux (Ubuntu), GitHub
Languages- English, Hindi