






# ANURAG MADATHAM KANDY

MERN STACK DEVELOPER

## CONTACT

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-  iamanuragmk@gmail.com
-  [Github - AnuragMK](#)
-  [LinkedIn - AnuragMK](#)
-  [Portfolio](#)

## SKILLS

### DEVELOPMENT

#### FRONTEND :

- React
- Redux-Toolkit
- Tailwind CSS
- Bootstrap
- JavaScript
- HTML
- CSS

#### Backend :

- Node.js
- Express.js
- Django
- RESTful APIs

#### Database :

- MongoDB
- MySQL

#### Version controller

- Github

### PAYMENT GATEWAY

- Razorpay

### API TESTING

- Postman

## EDUCATION

### HIGHER SECONDARY

IMNSGHSS Mayyil 2016 - 2018

## PROFILE

Experienced full-stack developer proficient in MERN (MongoDB, Express.js, React.js, Node.js) and Django stacks. Skilled in building scalable applications with a focus on clean, maintainable code. Expertise in RESTful APIs, efficient state management with Redux, and Git version control. Passionate about problem-solving and staying updated with the latest technologies. Collaborative team player dedicated to building innovative and user-friendly applications

## PROJECTS

### BUGFIXER - Microblog Website

[Web - bugfixer](#) [Github - bugfixer](#) April 2023

- Developed a fully functional web app with Chat section using the MERN stack and Socket.IO.
- Implemented features such as user authentication with JWT, Community posts, comments, question and answer voting, reputation, search, email verification
- Chat feature for users to communicate with each other.
- Managed states using redux and redux-toolkit to have clean code and good user experience.
- In admin side implemented user management, reported questions management, community management, tags management

### CrickStore - E-commerce Website

[Github - crickstore](#) December 2022

- Developed & deployed an e-commerce web on AWS EC2, utilizing Node, ExpressJs, MongoDB & EJS for seamless online shopping.
- Implemented secure user authentication with email verification using Nodemailer, enhancing trust and protection.
- Integrated Razorpay for online payments and COD option for user convenience, facilitating smooth and flexible payment methods.
- Designed a responsive and visually appealing interface using Bootstrap, providing an intuitive and engaging user experience.
- Implemented admin functionalities to efficiently manage orders, categories, banners, and coupons, enhancing overall site administration and control.

### Experience

[TigrLabs, Kannur](#) (2023 - Sep)

Full Stack Developer

Developed and maintained web applications using Next.js with TypeScript for the frontend and Django for the backend.

### Other PROJECTS

- [Video call](#) [Netflix Clone](#)
- [App Olx Clone](#) [le mezz](#)

# ISABEL MERCADO

+123-456-7890



Executive Secretary

hello@reallygreatsite.com



123 Anywhere St., Any City



## SUMMARY

Highly motivated and professional Executive Secretary with over 7 years of experience providing high-level support to senior executives. Proficient in managing calendars, organizing meetings and events, handling confidential documents, and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

## EDUCATION

### Ginyard International Co. University

Bachelor's Degree in Business Administration  
2016 – 2020

### Studio Shodwe University

Business Administration on Executive Assistance  
2020 – 2022

## SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

## CERTIFICATIONS

- Executive Secretary and Business Administration Certification
- Advanced Executive Assistant and Office Manager Diploma
- Executive Office Professional Certificate Program

## PROFESSIONAL EXPERIENCE

### Executive Secretary

Ingoude Company | 2018 – Present

- Manage the schedules and calendars of the CEO and other senior executives
- Coordinate and schedule meetings and conferences with internal and external stakeholders
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Handle confidential information and documents with discretion and maintain their proper organization

### Executive Assistant

Wardiere Inc. | 2016 – 2018

- Managed calendars, scheduled appointments, and arranged meetings and conferences
- Prepared and distributed reports, presentations, and other materials
- Handled confidential documents and maintained their proper organization
- Coordinated travel arrangements and accommodations for executives and guests

### Executive Secretary Intern

Aldenaire & Partners | 2015 – 2016


- Assisted executive secretary in managing and coordinating schedules, meetings, and travel arrangements for senior executives
- Conducted research and prepared reports on various topics related to the company's operations and industry trends
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence


Created a to-do list application using the MERN stack (MongoDB, Express.js, React.js, Node.js). Implemented JWT-based user authorization for secure access to user-specific tasks.


# JONATHAN PATTERSON


## GRAPHIC DESIGNER

### CONTACT

 123-456-7890

 hello@reallygreatsite.com

 www.reallygreatsite.com

 123 Anywhere St., Any City

### SKILLS

Skill name here

Your Skill

Special skills

List your skills

### EDUCATION

Your Degree Name

Your Institution Name

2016-2018

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Your Degree Name

Your Institution Name

2016-2018

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### LANGUAGES

English

German

Spanish

### PROFILE

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### WORK EXPERIENCE

#### Your Job Position here

Company name

2020-2022

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