Baljeet Singh

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# Professional Summary

Detail-oriented and technically skilled Computer Operator with hands-on experience in programming, system maintenance, and troubleshooting. Proficient in front-end development using HTML, CSS, JavaScript, Tailwind CSS, and React.js. Strong team player with a passion for creating efficient and user-friendly web solutions.

# Experience

**Office of Superintendent of Police, Kaithal**

Computer Operator and Programming Assistant | April 2019 – April 2020

- Entered and maintained sensitive police data in a timely and accurate manner

- Installed and configured software and performed basic troubleshooting for system issues

- Assisted staff with resolving IT-related problems and coordinated with senior technicians

# Education

PSBTE – Diploma in Computer Science & Engineering – 2022 – 65%

GJUST Hisar – Bachelor of Arts (BA) – 2024 – 52%

DHSS School – Intermediate (12th) – 2017 – 56.2%

DHSS School – Matriculation (10th) – 2016 – 54.6%

# Skills

Technical Skills: HTML, CSS, JavaScript, Tailwind CSS, React.js, C, Windows

Tools & Technologies: Git & GitHub, VS Code, Chrome DevTools, MS Office Suite

IT Support: System Maintenance, Software Installation, Troubleshooting

Soft Skills: Problem Solving, Attention to Detail, Team Collaboration, Time Management, Adaptability, Creativity, User-Centric Thinking, Accountability, Continuous Learning.

# Projects

**Portfolio Website**

Developed a responsive personal portfolio using HTML, CSS, and JavaScript. Designed using Tailwind CSS and hosted on GitHub Pages. Included sections for bio, skills, and projects.

**To-Do List App**

Created a functional to-do list using HTML, CSS, and JavaScript. Users can add, remove, and mark tasks as complete. Implemented local storage to persist data.

# Strengths

- Quick Learner with strong grasping ability

- Strong attention to detail

- Able to work independently or in a team

- Fast typing and accurate data entry

- Willingness to take initiative and responsibility

- Ability to manage time and handle multiple tasks efficiently

# Certifications

- Hartron – Diploma in Computer Application – 2018 – 68.3%

- NCVT – Diploma in Computer Operator and Programming Assistant – 2019 – 84%

- Responsive Web Design – freeCodeCamp

- Introduction to Git and GitHub – Coursera

- JavaScript Essentials – SoloLearn

# Languages

Hindi, English, Punjabi