



DOB: 30-08-1999

CONTACT ME

30, Gopal Park, 3rd Floor,
Krishna Nagar, Delhi-51

7217612140

cheshtagupta30@gmail.com

[linkedin.com/in/cheshta-gupta-207186182](https://www.linkedin.com/in/cheshta-gupta-207186182)

<https://www.credly.com/users/cheshta-gupta/badges#credly>

ACHIEVEMENTS



SKILLS

- Web Designing
- HTML
- CSS
- Python
- SQL
- MS Word
- MS Excel
- MS Power BI
- Data Management
- Quality Assurance Analysis

CHESHTA GUPTA

PROFESSIONAL SUMMARY:

Looking for a challenging role in a reputable organization to utilize my skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector.

EXPERIENCE:

Big Language Solutions

From 27 Mar 2024 to 30 Jun 2025

Mode: On-site

Role: Project Coordinator

Designation: Quality Analyst

Job Type: Full Time

Job Responsibilities

- Review and inspect typeset documents for accuracy, layout consistency, formatting errors, and adherence to project specifications via PDF comparison.
- Format the extracted data using MS-WORD and mirror the layout as much as possible with the source pdf.
- Assist in organizing and maintaining document management systems by ensuring accurate filing and storage of extracted data.
- Report any issues or concerns regarding the OCR software or process to the OCR File Extraction Supervisor/Manager.
- Maintain confidentiality and security of all documents and extracted data.

Infosys BPM

From 28 Sep 2021 to 18 Apr 2022

Mode: Remote

Role: Process Executive

Designation: Technology Support Executive

Job Type: Full Time

Job Responsibilities

- Writing up weekly progress reports.
- Maintaining relationships with external stakeholders as well as staff.
- Answering all queries politely and on time.

HOBBIES

- © Listen Music
- © Internet Surfing

EDUCATION:

SGIT School of Management, Ghaziabad

Bachelor of Computer Applications

(Aug 2017- Sep 2020)

Percentage = 72.4%

Institute of Management Studies, Ghaziabad

Master of Computer Applications

(Dec 2020- Aug 2022)

Percentage = 75%

CERTIFICATIONS:

- Skill Enhancement & Proficiency Certificate in HTML5 from Nasscom.
- Skill Enhancement & Proficiency Certificate in Python from ICTRD.

ACADEMIC PROJECTS:

Online Cake Ordering System

The purpose of this project is to create a website named **Tasty Cakes** that will allow users to order cake of their choice, shape & flavor through internet from anywhere & anytime.



<https://github.com/Cheshta300899/Tasty-Cakes>

Sales Analyzing System

The purpose of this project is to create a comprehensive sales dashboard for a **CG E-Commerce Store**, enabling data-driven decision-making as well as improving user experience.



<https://github.com/Cheshta300899/CG-E-Commerce-Store-Dashboard>