






**DOB:** 30-08-1999

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 [https://www.credly.com/users/  
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**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.

**TechnoHacks Solutions**

**From 15 Feb to 15 Mar 2025**

**Mode:** Remote (On WeekEnds)

**Role:** Data Analyst Intern

**Designation:** Trainee

**Job Type:** Internship

**Description:** I have completed the one-month virtual internship under guidance of Sandip Gavit as well as perform following tasks:

- **Task 1:** Perform Data Cleaning in Excel
- **Task 2:** Perform Data Visualization with Power BI

**Infosys BPM**

**From 28 Sep 2021 to 18 Apr 2022**

**Mode:** Remote

**Role:** Process Executive

**Designation:** Technology Support Executive

**Job Type:** Apprenticeship

**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**

**(2017-2020)**

**Percentage = 72.4%**

**Institute of Management Studies, Ghaziabad**

**Master of Computer Applications**

**(2020-2022)**

**Percentage = 75%**

## CERTIFICATIONS:

- **Training Completion Certificate** in Web Designing from Skill Enhanced Academic Solutions.
- **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>

### A Dev Blog

The purpose of this project is to create a blog named **ICODER** that will allow developers to share their knowledge, guidance & expertise with a wider audience.



<https://github.com/Cheshta300899/ICODER>