DOB: 30-08-1999

CONTACT ME

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AWARDS

CERTIFIED Associate

CERTIFIED Administrator

SKILLS

◎ Web Designing
   - HTML
   - CSS
   - Bootstrap

◎ SF Administration

◎ Data Quality Assurance

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 Present

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.

TheSmartBridge

From 5 Apr 2023 to 19 May 2023

Mode: Remote

Role: Salesforce Developer Intern

Designation: Trainee

Job Type: Internship

Description: I have completed the one-month virtual internship under guidance of **Phani Varma.**

Project: Ship Tracking App

The purpose of this project is to implement a website named **Fernandes Ships** that will allow users to track ships nearby them as per current location.

Infosys BPM

From 28 Sep 2021 to 18 Apr 2022

Mode: Remote

Role: Technology Support Executive

Designation: Trainee

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.

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%

CERTIFICATION:

- **Salesforce Certified Administrator** from **Trailhead.**
- **Training Completion Certificate** in **Salesforce (Admin + Development)** from **Cetpa Infotech.**
- **Salesforce Certified Associate** from **Trailhead.**

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