

CHESHTA GUPTA

Digital Marketer

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PROFESSIONAL SUMMARY:

Aspiring Digital Marketer passionate about online branding and performance marketing.
Skilled in social media management, content planning, SEO fundamentals, and ad campaign execution.
Seeking an opportunity to grow while delivering impactful digital solutions.

EDUCATION:

Institute of Management Studies, Ghaziabad	12/2020 – 05/2022
<i>Master of Computer Applications</i>	Ghaziabad
Percentage = 75%	
SGIT School of Management, Ghaziabad	08/2017 – 07/2020
<i>Bachelor of Computer Applications</i>	Ghaziabad
Percentage = 72%	

EXPERIENCE:

Big Language Solutions	03/2024 – 07/2025
<i>Quality Analyst</i>	On-site
Job Responsibilities:	
• Review and validate OCR-extracted and typeset documents for accuracy, formatting, layout consistency, and compliance with project specifications using PDF comparisons.	
• Format and structure extracted data in MS Word , closely replicating the original source PDF layout, and ensure accurate document organization and storage.	
• Report OCR or process-related issues to the Supervisor/Manager while maintaining strict confidentiality and data security standards.	
Infosys BPM	09/2021 – 04/2022
<i>Technology Support Executive</i>	Remote
Job Responsibilities:	
• Writing up weekly progress reports.	
• Maintaining relationships with external stakeholders as well as staff.	
• Answering all queries politely and on time.	

SKILLS:

- Web Designing (HTML & CSS)
 - SEO
 - SEM
 - MS Office
 - Google Analytics
 - Email Marketing
 - Social Media Marketing
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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>

CERTIFICATIONS:

Program Completion Certificate in Digital Marketing by NIIT Foundation

HOBBIES:

Listen Music Internet Surfing
