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A W A R D S



SKILLS

- Web Development
- SF Administration
- SF Development

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-Quality Analyst
Designation: Trainee
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.

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%

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>