

**DOB:** 30-08-1999

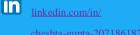
#### **CONTACT ME**







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#### A W A RD S





## SKILLS

- Web Designing
  - HTML CSS
- O 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-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

- O Listen Music

#### **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 <u>Tasty Cakes</u> 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  $\underline{\text{ICODER}}$  that will allow developers to share their knowledge, guidance & expertise with a wider audience.



https://github.com/Cheshta300899/ICODER