DOB: 30-08-1999

CONTACT ME

30, Gopal Park, 3rd Floor,
Krishna Nagar, Delhi-51

7217612140

cheshtagupta30@gmail.com

linkedin.com/in/
cheshta-gupta-207186182

https://www.credly.com/users/
cheshta-gupta/badges#credly

ACHIEVEMENTS

IT SPECIALIST
HTML AND CSS
Pearson

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.

Infosys BPM

From 28 Sep 2021 to 18 Apr 2022

Mode: Remote

Role: Process Executive

Designation: Technology Support Executive

Job Type: Full Time

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%

CERTIFICATIONS:

- **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