# Dhruvi Rajput

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## Summary

I'm Dhruvi Rajput, an IT solutions student at Humber College with a Computer Applications bachelor's degree, Network Engineering, and CompTIA+ certifications. Proficient in web development (HTML, HTML5, CSS, XML, JavaScript, Node.js, MySQL, PHP, Python), and experienced in version control using Git/GitHub. Recognized for leadership, teamwork, punctuality, adaptability, and mentoring. Skilled in Angular, Vue.js, and integrating APIs for dynamic web applications. Knowledgeable in software development life cycle, sprint planning, and retrospectives. Collaborative communicator with strong problem-solving abilities to resolve complex challenges. Eager to contribute to a creative team, adeptly crafting high-performance code in Java, React, or Node.js. Familiar with Salesforce and providing technical support. Committed to continuous learning and enthusiastic about integrating new releases and technologies into projects for optimized outcomes.

## Experience

### Back-end Developer
MRKTBOX

Mar 2023 - Present (6 months)
• Collaborate with the development team to plan, design, and implement a full-stack software solution for the MRKTBOX platform ordering system.
• Develop and maintain React and Django modules in accordance with MRKTBOX architecture.
• Create an intuitive and user-friendly ordering system that fits seamlessly with MRKTBOX operations.
• Implement features for managing customer requests, subscriptions, and order customization.
• Design and implement a data-driven approach for scalability and extensibility.
• Develop REST-like API endpoints for managing data entities and their relationships.
• Create a client-rendered front-end application that fulfills administrative use cases such as order creation, customization, updates, cancellations, and order status management.
• Collaborate with the project supervisor and consulting developers to ensure project progress and clarify technical specifications.
• Conduct concept reviews, solution reviews, and deployment reviews as required.

### Cashier
Tim Hortons

Dec 2022 - Present (9 months)
• Customer service: Interacting with customers, taking orders, and ensuring customer satisfaction is a key part of the job.
• Food preparation: Preparing food items such as coffee, sandwiches, and soups according to established recipes and procedures.
• Cash handling: Operating the cash register, handling cash, and processing payments accurately and efficiently.
• Cleaning and maintenance: Maintaining a clean and organized store environment by cleaning counters, floors, and equipment, and restocking supplies.

• Teamwork: Working collaboratively with other team members to ensure all tasks are completed efficiently and effectively.

### Production Team Member

Baylis Medical

Nov 2020 - Mar 2022 (1 year 5 months)

Assembly line production work by following written instructions (protocol).

• Operate semi-automatic or other testing equipment to ensure product quality.
• Assemble boxes using tape and measuring tools
• Label and record what is packed
• Check products at different stages of production using magnifiers or microscope for visual defects.
• Identify acceptable and sort defective product.
• Collect, record and summarize inspection results.
• Perform other duties as required

### Administrative Assistant

Nuclear Technologies

Oct 2016 - Dec 2019 (3 years 3 months)

• Promoted a friendly and safe environment by greeting visitors and directing them to staff offices and common areas
• Performed clerical duties including filing forms, answering phone calls, responding to emails and preparing and verifying documents
• Scheduled individual tutoring sessions by calling and following up with students over the phone
• Interviewed students on their learning experience, and provided feedback to teachers for constant improvement and quality assurance
• Advised students on courses and programs based on prerequisite requirements, interests, and skills
• Maintained records of students' assessment results, progress, feedback, or school performance, ensuring confidentiality of all records
• Maintained records of students' assessment results, progress, feedback, or school performance, ensuring confidentiality of all records.
• Maintained track of activity details of tutores by supervising and providing training.
• Order office supplies and research new deals and maintain inventory.
• Maintained appointment calendar by schedule and coordinated staff and other meetings.
• Entering data into database software and checking to ensure the accuracy of the data that has been inputted.

### Assistant Tutor

Rangoli Pre-School

Oct 2018 - Feb 2019 (5 months)

• Developed and maintained constructive and ongoing rapport with children and parents
• Collaborated with teachers to ensure that the school fosters a nurturing learning environment
• Delivered reports on potential concerns about students to management, as needed
• Managed day-to-day classroom activities, including structured lessons, free play, bathroom breaks, lunch time and rest time for students
• Employed a variety of teaching techniques such as storytelling, educational play and media to facilitate a positive learning experience

- Maintained a clean and tidy classroom consistent with health and safety standards requirements

### Computer Technician

Nuclear Technologies

Sep 2015 - Sep 2016 (1 year 1 month)

- Assembled and repaired computer systems and peripherals as users requirements.
- Developed multitasking skills and setting priorities in order to meet deadlines.
- Familiarized myself with working in an assembly line configuration.
- Assembled computer systems within a fast paced work environment.
- Perform quality work checks to insure the product meets quality standards.
- Read and interpret schematic drawings, diagrams, and blueprints to ensure specifications meet work orders.
- Rotated through all the tasks required in the particular production process.
- Marked and tagged components for stock inventory to be tracked and identified.

## Education

### Humber College

Information Technology Solutions, Information Technology

Jan 2022 - Apr 2023

### Junior IT Analyst Trainee at NPower Canada

Certification, Computer Hardware Technology/Technician

2020 - 2020

- Assemble computer components based on customer requirements
- Install, configure, and troubleshoot: hardware and software components

Install, configure, and troubleshoot: Windows, iOS, Android, and Linux operating systems

- Networking basics: IPv6, network topologies, installing wireless and SOHO networks Security/ forensics.
- Mobile device installation/configuration: Laptops, smartphones, tablets
- Basics of virtualization, desktop imaging and deployment
- Network services and Cloud Computing
- Implementing preventive maintenance measures on workstations
- Customer support
- ServiceNow Foundations Training

### L.J.Polytechnic,Ahmadabad

Diploma In Information Technology, Information Technology

Jul 2012 - Jul 2015

### Doctor Babasaheb Ambedkar Open University

Bachelor in Computer Application

2016 - 2018

### Tops Technologies

Web Development in Python, Information Technology
2019 - 2020

**Tops Technologies**
Network Engineer Training, System, Networking, and LAN/WAN Management/
Manager
2019 - 2020

**Humber College**
Postgraduate Degree, Information Technology Solutions
Jan 2021 - Aug 2023

## Licenses & Certifications

**Time Management: Working from Home** - LinkedIn

**Interview Master Class** - LinkedIn

**Mastering Common Interview Questions** - LinkedIn

**Managing Stress** - LinkedIn

**Prepare for the CompTIA A+ Certification (220-1001 and 220-1002)** - LinkedIn

**Cisco Certified IT Essential** - Cisco Networking Academy

**Network Engineer Training** - TOPS Technologies Pvt. Ltd
220508

**Web Development in Python** - TOPS Technologies Pvt. Ltd
220504

**Python for Students** - LinkedIn
220504

**Lean Foundations** - Project Management Institute
4101

## Skills

Project Management  •  C#  •  C (Programming Language)  •  .NET Framework  •  ASP.NET MVC  •
Virtualization  •  Mobile Devices  •  Software Installation  •  A+  •  Storage