



SUMMARY

I'm a passionate and creative web developer with a love for turning ideas into beautifully crafted digital experiences. With a keen eye for detail and a strong foundation in coding, I specialize in building user-friendly and visually appealing websites that leave a lasting impression.

EDUCATION

Chitkara University

Bachelor's Degree in Business Administration
2016 – 2020

D.A.V, Public School

Business Administration on Executive Assistance
2020 – 2022

SKILLS

- C++
- Communication Cross-Functional Leadership
- Data Analytics
- Database Management
- Feature Development
- Front-End Development
- Java Developer
- Python Software Development

CERTIFICATIONS

- Executive Secretary and Business Administration Certification
- Advanced Executive Assistant and Office Manager Diploma
- Executive Office Professional Certificate Program

PROFESSIONAL EXPERIENCE

Front End Developer

Ingoude Company | 2021- Present

- Manage the schedules and calendars of the CEO and other senior executives
- Coordinate and schedule meetings and conferences with internal and external stakeholders
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Handle confidential information and documents with discretion and maintain their proper organization

Executive Assistant

Wardiere Inc. | 2016 – 2018

- Managed calendars, scheduled appointments, and arranged meetings and conferences
- Prepared and distributed reports, presentations, and other materials
- Handled confidential documents and maintained their proper organization
- Coordinated travel arrangements and accommodations for executives and guests

Executive Secretary Intern

Aldenaire & Partners | 2015 – 2016

- Assisted executive secretary in managing and coordinating schedules, meetings, and travel arrangements for senior executives
- Conducted research and prepared reports on various topics related to the company's operations and industry trends
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence