

MANISHA BOGOTO

<https://github.com/ManishBogoto>
<https://manishbogoto.github.io/portfolio/>
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Padribhat, Sao Jose de Areal, Salcete - Goa

CAREER OBJECTIVE

Aspiring junior web developer with hands-on experience in building static websites using HTML and CSS. Passionate about creating responsive and user-friendly designs. Actively seeking an entry-level web position to apply and continue growing while expand my technical skills to become a fullstack developer.

STRENGTHS AND EXPERTISE

- HTML
 - CSS
 - Responsive Web Design
 - Canva
 - Photoshop
 - Editing
 - Tally
 - Accounting
 - MS Office Suit
 - Data Entry
 - Quick Learner
 - Good Communication Skill
 - Organizational Skill
 - Ability to work independently as well as along with team.
 - Ability to work within deadlines
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EDUCATION

Parvatibai Chowgule College of Arts & Science Bachelor of Vocational (Bvoc) in Software Development	2018 - 2021
Govt. Multipurpose Higher Secondary School Higher Secondary Education in Science Stream	2016 - 2018
Holy Spirit Institute High School Education	2010 - 2016

PROJECTS

Portfolio webpage

Created a fully responsive personal portfolio website showcasing projects and skills.

- **Technologies Used:** HTML, CSS
- **Github** - <https://github.com/ManishBogoto/portfolio>
- **Live link** - <https://manishbogoto.github.io/portfolio/>

CSS Technical Documentation

A detailed, responsive design ensures seamless browsing on various devices, easy to navigate built with HTML and CSS

- **Technologies Used:** HTML, CSS
- **Github** - <https://github.com/ManishBogoto/css-technical-documentation>
- **Live link** - <https://manishbogoto.github.io/css-technical-documentation>

Resume page

Built an online resume using HTML and CSS, displaying career highlights and skills in a visually appealing format.

- **Technologies Used:** HTML, CSS
- **Github** - <https://github.com/ManishBogoto/resume>
- **Live link** - <https://manishbogoto.github.io/resume/>

Tribute Page

Developed a tribute page with structured content, clean design, and responsive layout.

- **Technologies Used:** HTML, CSS
- **Github** - <https://github.com/ManishBogoto/tribute-page>
- **Live link** - <https://manishbogoto.github.io/tribute-page>

Product Landing Page

Created a product landing web page for book, giving explanation about the book.

- **Technologies Used:** HTML, CSS
- **Github** - <https://github.com/ManishBogoto/book-landing-page>
- **Live link** - <https://manishbogoto.github.io/book-landing-page>

PROFESSIONAL EXPERIENCE

Electricity Department, Powerhouse - Margao Accounts Executive - Apprenticeship

Aug 2023 - Aug 2024

Accomplishments:

- Typing & maintenance of files and correspondence pertaining to Technical section. Monitoring the official email of the Division and sending replies as per the directives of the higher officers.
- Compiling and forwarding of information received from various O&M Divisions for prompt action in urgent matters in entire state of Goa.
- Assisting the Junior Engineer in Typing of estimates, work orders, Technical sanction orders, Quotations, etc. pertaining to Technical section.
- Maintaining of confidential correspondence pertaining to Technical section.
- Typing of correspondence related to court matter, Audit, Assembly Question, RTI, etc.

Vespa Service Center Accountant

Jun 2023 - Aug 2023

Accomplishments:

- Generating a Tally based invoice for bike servicing, parts selling, etc.
- Record and manage all accounting transactions, including petty cash flow.
- Preparing a daily financial report and emailing it to the sales team.
- Answering the incoming calls for booking appointment, feedback, transferring them to the appropriate person or department quickly.

Goan Mercado / Silveni Billing Executive

Jan 2023 - May 2023

Accomplishments:

- Accurately scanning and billing items for customers using the GoFrugal Software. Ensuring that every transaction is processed accurately, and prices are correctly applied. Double-checking items that require manual input, such as produce or bulk items, to prevent errors.
- Providing good customer service by greeting customers, answering their questions, and addressing any concerns they may have. Assisting with locating products, explaining pricing, and resolving any billing discrepancies.
- Recording and managing all accounting transactions, including petty cash flow.
- Preparing a daily financial report and emailing it to the Manager.
- Generating customers using digital marketing.