
MANISHA BOGOTO | WEB DEVELOPER

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Portfolio - <https://manishbogoto.github.io/portfolio>

LinkedIn - www.linkedin.com/in/manisha-bogoto-463b26222

OBJECTIVE

Aspiring junior web developer with hands-on experience in building responsive, user-friendly websites. Looking to contribute my skills in HTML, CSS, and JavaScript to an innovative team, while continuously improving my full-stack development capabilities.

SKILLS

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|-----------------------|-------------------------|----------------------------|
| ✓ HTML | ✓ Github | ✓ Problem-Solving |
| ✓ CSS proficiency | ✓ Responsive Web Design | ✓ Debugging |
| ✓ Javascript | ✓ Canva | ✓ Good Communication Skill |
| ✓ Bootstrap framework | ✓ Photoshop | ✓ Organizational Skill |

EDUCATION

2018 - 2021 | Parvatibai Chowgule College of Arts & Science

Bachelor of Vocational - Software Development

2016 - 2018 | Govt. Multipurpose Higher Secondary School

Higher Secondary Education in Science stream

2010 - 2016 | Holy Spirit Institute

High School Education

PROJECTS

Portfolio webpage

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

- Languages - HTML, CSS
- GitHub - <https://github.com/ManishBogoto/portfolio>
- Live - <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.

- Languages - HTML, CSS
- GitHub - <https://github.com/ManishBogoto/css-technical-documentation>
- Live - <https://manishbogoto.github.io/css-technical-documentation>

Tribute Page

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

- Languages - HTML, CSS
- GitHub - <https://github.com/ManishBogoto/tribute-page>
- Live - <https://manishbogoto.github.io/tribute-page>

Resume page

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

- Languages - HTML, CSS
- GitHub - <https://github.com/ManishBogoto/resume>
- Live - <https://manishbogoto.github.io/resume>

Product Landing Page

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

- Languages - HTML, CSS
- GitHub - <https://github.com/ManishBogoto/book-landing-page>
- Live - <https://manishbogoto.github.io/book-landing-page>

OTHER EXPERIENCE

Electricity Department, Powerhouse | Margao, Goa

Accounts Executive - Apprenticeship | August, 2023 - August, 2024

- Maintenance of files and confidential 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, court matter, Audit, Assembly Question, RTI, etc., pertaining to Technical section.

Vespa Service Center | Margao - Goa

Accountant | June, 2023 - August, 2023

- Generating a Tally based invoice for bike servicing, parts selling, etc.
- Processed invoices, payments, deposits, journal entries, and other transactions accurately.
- 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 | Margao - Goa

Billing Executive | January, 2023 - May, 2023

- Accurately scanning and billing items for customers using the GoFrugal Software
 - Demonstrated success in meeting deadlines by efficiently prioritizing tasks according to urgency.
 - Strong problem-solving skills to quickly address issues that arise during the billing process.
 - Providing good customer service by greeting customers and addressing any questions.
 - Recording and managing all accounting transactions, including petty cash flow. Preparing a daily financial report and emailing it to the Manager.
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