

PANKTI GANDHI

PROFILE

I am a mature, positive and hardworking individual, who always strives to achieve the highest standard possible, at any given task. I possess excellent communication skills and I have the ability and experience to relate to a wide range of people. I enjoy learning new things and I can work very well under pressure.

EDUCATION

California Polytechnic State University – M.S. Computer Science

- Expected Completion Date: June 2018

Amity University Dubai - B.Tech Computer Science

- Offered 50% Merit Scholarship towards my undergraduate tuition
- Graduated in June 2016 with GPA 3.88

PROFESSIONAL EXPERIENCE

DNV GL, DUBAI

Worked as an IT Intern from April 2015 to April 2016

Job Responsibilities:

- Develop and maintain the website using Microsoft SharePoint.
- Develop marketing campaigns for potential clients using eDistributer Software
- Perform data extractions using Siebel CRM system

HP-GITEX: September 2014 and April 2015

Job Responsibilities:

- Efficiently market HP PC's and Printers.
- Convince customers to purchase the product.
- Attract and interact with different types of customers

Achievements:

- Awarded full incentives for being a member of a team with the best sales record
- Awarded for high enthusiasm and good interaction with customers thereby achieving over 100% of the target on all days

LEO PHARMA, DUBAI

Worked as an Intern for 3 Months (During August 2012 and July-August 2013)

Job Responsibilities:

- Data Entry using SAP crystal reports
- Test Software for Errors
- Prepare Reports, analyze data and identify solutions



CONTACT DETAILS

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PERSONAL DETAILS

Nationality: Indian

Date of Birth: 24 April 1994

LANGUAGES

English: fluent

Hindi: fluent

French: beginner

Arabic: beginner

COMPUTER SKILLS

Software:

MS Office (Word, Excel, PowerPoint, SharePoint)

Matlab, Visual Studio and

Android Studio

Programming Languages:

C, C++, C#, Java, CSS, HTML, SQL and Python

ADDITIONAL SKILLS

- Excellent interpersonal skills
- Outstanding written and oral communication skills
- Detail oriented and highly organized
- Strong research and presentation skills