

Nikhil Sharma

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SUMMARY

Highly motivated and organized professional with over 2+ years of experience in data analysis, operations management, and handling confidential documents. Aspiring web developer with a passion for **JavaScript** and creating user-friendly applications. Currently exploring **React** and **Node.js** to build dynamic and scalable web solutions. Fluent in English, Hindi, and Spanish, offering a global perspective on problem-solving and design. Seeking a challenging environment to expand knowledge and contribute to organizational success.

KEY SKILLS

Web Development : Proficient in **HTML**, **CSS**, and **JavaScript**; learning React and Node.js.

MS Office Suite: Advanced proficiency in **MS Excel** and other Office tools.

Operations Managements: Skilled in handling complex operations and maintaining data security.

Communication: Multilingual (**English**, **Hindi**, **Spanish**) with strong interpersonal abilities.

EDUCATION

Little Flower Public School <i>Senior Secondary</i>	New Delhi, India <i>May 2019</i>
Jawaharlal Nehru Language Academy <i>Spanish Language Diploma</i>	New Delhi, India <i>May 2022</i>
Delhi University <i>Bachelor of Arts</i>	New Delhi, India <i>May 2023</i>

EXPERIENCE

IDP Education (IELTS) <i>Executive - IELTS Pre and Post Operations</i>	May 2022 – May 2024 <i>Gurgaon, India</i>
<ul style="list-style-type: none">Efficiently managed the IELTS result release process, ensuring compliance with Cambridge guidelines and timelines. Maintained the confidentiality of sensitive materials through secure storage and archiving systems. Supervised Enquiry on Result (EOR) cases, ensuring thorough evaluations, and facilitated Additional Test Report Form (ATRF) requests during high-demand periods. Demonstrated meticulous attention to detail by verifying critical data to uphold accuracy and reliability in operations. Consistently met deadlines and contributed to maintaining the integrity and quality of the IELTS testing process.	
Global Logic <i>Associate Analyst</i>	May 2024 – August 2024 <i>Gurugram, India</i>
<ul style="list-style-type: none">Performed targeted research and detailed response analysis to generate actionable insights. Managed monthly datasets, ensuring accuracy and efficient information management. Contributed to the Amazon Image Captioning initiative, crafting descriptive questions to enhance accessibility for text and image users. Delivered reliable data solutions while supporting innovation in content accessibility and improving user experiences.	

PROJECTS

My-Introduction <i>HTML, CSS, JavaScript</i>
<ul style="list-style-type: none">Developed a My Introduction web project as a personal portfolio to showcase skills, accomplishments, and projects. This responsive and user-friendly website, built with HTML, CSS, and JavaScript, highlights a modern design and interactive features. It emphasizes professionalism while providing an intuitive platform to present work to potential employers and collaborators.
Case Converter <i>HTML, CSS, JavaScript, React</i>
<ul style="list-style-type: none">Designed and implemented a Case Converter web application to assist users with efficient text processing tasks. This versatile tool enables seamless conversion between different cases, along with features for word and character counting, text-to-speech, clipboard copying, and reading time estimation. Built using ReactJS, the application emphasizes responsive design and smooth user interaction. Integrated intuitive UI/UX elements to ensure accessibility, making it suitable for a diverse audience while addressing practical text manipulation needs. This project highlights proficiency in creating functional and visually appealing web solutions.

Spotify Twin | *HTML, CSS, JavaScript,*

- Developed a dynamic Spotify Clone that mimics essential functionalities of the original platform, including music playback, playlists, and album navigation. Built using HTML, CSS, and JavaScript, the project emphasizes responsive design and interactive user interfaces. It incorporates local API calls to dynamically fetch and display music content, showcasing a solid understanding of client-side scripting and UI development. While the project functions seamlessly in local environments, certain features require optimization for deployment on remote servers, illustrating a focus on practical problem-solving and scalability.