PARMINDER SINGH

Address: Village: Mataur, Teh. Anandpur Sahib, PO Anandpur Sahib, Distt: Rupnagar, Punjab - INDIA
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OBJECTIVE

Seeking a frontend developer role where I can leverage my creative skills to craft intuitive and visually appealing web interfaces, contributing to dynamic projects and enhancing user experiences.

ACADEMICS

Qualification	School/University	Year	Result
Post Graduate Diploma in Computer Applications	**SGTB Khalsa College**	2021	8.39 (CGPA)
B.com (accounting and finance)	**Punjabi University Patiala**	2019	56%
Class 12(CBSE)	Jawahar Navodaya Vidyalaya Sandhuan, Ropar	2016	65%
Class 10(CBSE)	Jawahar Navodaya Vidyalaya Sandhuan, Ropar	2014	65%

Achievements and work experience

- ❖ **Work Experience as a Graphic Designer (2 years):**
  - Managed computer operations and graphic design tasks, ensuring timely completion of projects within budget.

- ❖ **Work Experience as a Computer Operator in Tehsil (4 months):**
  - Excelled in handling computer operations, contributing to efficient workflow management.

- ❖ **Work Experience in HDFC Bank (6 months):**
  - Enhanced operational efficiency and customer satisfaction.

- ❖ **Working in IndusInd Bank as an Assistant Manager (6 month):**
  - Contributing to the bank's success and growth.

- ❖ **Completed Office Administration Course from ICICI Academy for Skills (3 month):**
  - Acquired valuable knowledge in office management.

- ❖ **Expert in the Installation of Various Software and Operating Programs:**
  - Acquired valuable knowledge in office management.

SOFTWARE SKILLS & LANGUAGES

- ❖ **JavaScript, Html , CSS :**
  - Knowledgeable in front-end web development technologies including HTML for structure, CSS for styling, and JavaScript for interactivity. Capable of creating and modifying web pages and implementing dynamic features.
- ❖ **MS Word:**
  - Proficient in Microsoft Word for creating and formatting documents for various purposes, including reports, letters, memos, and other business correspondence. Experienced in utilizing advanced features such as styles, templates, mail merge, and track changes to enhance document efficiency and accuracy.

- ❖ **Excel:**
  - Advanced Excel skills including data analysis, formulae, pivot tables, and charts. Experienced in handling large datasets and creating insightful reports.
- ❖ **CorelDRAW:**
  - Skilled in using CorelDRAW for graphic design tasks such as creating logos, brochures, banners, and other marketing materials. Proficient in vector illustration and layout design.
- ❖ **Photoshop:**
  - Proficient in Adobe Photoshop for image editing, retouching, and manipulation. Experienced in creating digital artwork, photo enhancements, and designing graphics for web and print media.
- ❖ **Adobe Illustrator:**
  - Proficient in Adobe Illustrator for vector graphic design and illustration. Skilled in creating logos, icons, illustrations, and other scalable graphics for various applications.
- ❖ **PowerPoint:**
  - Experienced in creating dynamic and visually appealing presentations using Microsoft PowerPoint. Proficient in incorporating multimedia elements, animations, and transitions to engage and captivate audiences.
- ❖ **Tally:**
  - Proficient in Tally ERP 9 for accounting and financial management. Skilled in maintaining ledgers, generating financial reports, and managing inventory transactions efficiently.

CERTIFICATION

- ❖ **ReactJs Course**
  - Provider: LetsUpgrade
  - Completion Date: 13May2024.

- ❖ **JavaScript Course**
  - Provider: Great Learning
  - Completion Date: February2024.

- ❖ **CSS Course**
  - Provider: Great Learning
  - Completion Date: February2024.

- ❖ **Html Course**
  - Provider: Great Learning
  - Completion Date: February2024.

- ❖ **SEO Foundations Course**
  - Provider: LinkedIn Learning
  - Duration: 2 hours 38 minutes.

- ❖ **Introduction to Digital Marketing**
  - Provider: Great Learning
  - Completion Date: November 2021.

- ❖ **Introduction to Graphic Design**
  - Provider: LinkedIn Learning
  - Completion Date: November 2021.

- ❖ **Excel: Tracking Data Easily and Efficiently**
  - Provider: LinkedIn Learning
  - Completion Date: November 2021.

- ❖ **Computer Basic Certificate (ISO):**
  - Successfully completed a comprehensive computer basic certificate program, demonstrating proficiency in fundamental computer skills and operations.

- ❖ **Practical Training Experience: Tally Operations, Journal Entries, and Final Accounts:**
  - Completed six weeks of practical training with Harish Oberoi & Associates, gaining valuable hands-on experience in Assisting with data entry and organization of financial records.

PERSONAL SKILL

- ❖ **Quick to learn and apply new skills effectively.**
- ❖ **Strong time management skills enable me to efficiently prioritize tasks, meet deadlines, and deliver high-quality work consistently.**
- ❖ **Frontend developers innovate to craft visually appealing, user-friendly interfaces**.

PERSONAL DETAILS

- ❖ **Father's Name**   **:- Gurmukh singh**
- ❖ **Date of Birth**   **:-** 6 September 1997
- ❖ **Language Known**   **:-** English, Hindi**,** Punjabi
- ❖ **Nationality**   **:-** Indian
- ❖ **Interest & Hobbies**   :- Internet browsing ,Listening songs, playing kabaddi handball, football.

"I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief."

PARMINDER SINGH