

PREETI BORA

6398853168



FRONTEND DEVELOPER

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SUMMARY

Enthusiastic and dedicated computer science candidate looking for challenging role so that i can use mt skills ans capabilities through sincere dedication and hard work for successful carrer.

EDUCATION

City Convent sr. sec School

10+2 CBSE Board 2018

M.B.G.PG college (Kumaun University)

Bachelor's Degree in BSc
2019- 2022

SKILLS

- **HTML5**
- **CSS**
- **JavaScript**
- **ReactJs**
- **ES6**

CERTIFICATIONS

- Diploma in computer financial accounting
- IELTS
- MERN (DUCAT - The IT Training School)

PROJECTS

Executive Secretary

Ingoude Company | 2018 - Present

- Manage the schedules and calendars of the CEO and other senior executives
- Coordinate and schedule meetings and conferences with internal and external stakeholders
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Handle confidential information and documents with discretion and maintain their proper organization

Executive Assistant

Wardiere Inc. | 2016 - 2018

- Managed calendars, scheduled appointments, and arranged meetings and conferences
- Prepared and distributed reports, presentations, and other materials
- Handled confidential documents and maintained their proper organization
- Coordinated travel arrangements and accommodations for executives and guests

Executive Secretary Intern

Aldenaire & Partners | 2015 - 2016

- Assisted executive secretary in managing and coordinating schedules, meetings, and travel arrangements for senior executives
- Conducted research and prepared reports on various topics related to the company's operations and industry trends
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence