

Riya

Kaithal, India | [7064217000](tel:7064217000) | riyamittal2447@gmail.com | [Linkedin](#) | [Github](#)

Summary

I am a dedicated and detail-oriented freelancer with strong skills in Data Analysis, Frontend Development, and Data Entry. I help clients manage data efficiently, create clean and responsive websites, and deliver accurate work on time. I am highly focused on quality, confidentiality, and clear communication, making me a reliable choice for both short-term and long-term projects.

Education

Chandigarh University | Chandigarh

Master's of Computer Application

Kurukshetra University | Kaithal

Bachelor's of Computer Application

Skills

Data Extraction, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, HTML, CSS, JavaScript, Python, Java, Data Entry, Data Analysis, Data Analytics

Projects

Smart Data Organization & Insight Generation | 08/2025 - 12/2025

- Collected and organized raw data using Microsoft Excel
- Cleaned data by removing duplicates and correcting errors
- Performed basic data analysis to identify patterns and trends
- Ensured data accuracy, consistency, and readability

E-Commerce Website | 04/2025 - 07/2025

- Designed responsive web pages using HTML, CSS, and JavaScript
 - Focused on clean UI and user-friendly layout
 - Ensured cross-browser compatibility
 - Improved basic frontend performance
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Certifications

Web Development - apna College

Introduction to Data Science - Cisco Network Academy

Languages

English

Hindi

Hobbies

Data research, Learning new technologies, Exploring data trends, Web designing practice, Online freelancing research, Reading tech blogs