

Richa Gupta

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CAREER OBJECTIVE

I'm one-year experienced International Project Coordinator currently looking for better scope in I.T. field. I would like to utilize my skills and experience as well as passion for working in technical field followed by utilize it in the growth of the company. Moreover, I would like to work with other professionals to improve my skills which will allow me to further contribute in the I.T. field.

WORK EXPERIENCE

eBusiness Guru Pvt Ltd. (2017/01- On Present)

International Project Coordinator

- Handling E-Commerce Projects | Client Coordination | Requirement Gathering | Defining Project Scope | Managing and Scheduling Tasks
- Team Coordination | Detailing Project Scope | Resource and Team Allocation | Project Review Meetings | Analyzing Risks | Project Issue Resolution
- Final Product Testing | Delivering the Final Product | Training Client

UCMAS (Magnum Academy) (2016/01 – Part-Time On-Present)

Customer Handling / Marketing

- Handling Enquiries | Follow Ups | Back Office Work
- Digital Marketing | Offline Marketing

Part Time Tutor (2014 – 2016)

- GSEB and CBSE Personal Tutions
- Lectures for C and C++

EDUCATIONAL BACKGROUND

L.J. Institute of Technology, Ahmedabad

Diploma in Information Technology | 6.76/10 CPI (2014)

Gandhinagar Institute of Technology, Gandhinagar

B.E. in Information Technology | 7.03/10 CPI (2017)

SKILLS

Personal –

Problem Solving | Highly Motivated in any situation | Positive Attitude towards problem | Patience | Eager to learn | Negotiation | Speaker | Leadership | Management | Taking Risks

I.T. -

Proficient in Microsoft Office | Windows 10 and Linux | Basics of C, C++, .NET, HTML and CSS | Basic Photoshop | Linnworks | Magento Admin Panel | XERO Accounting Software

Professional -

Customer Handling | Marketing | Foreign Client Communication | Technical Support | Requirement Gathering | Resource Allocation | Team Management | Manual Testing | Project Lead | Product Training

PROJECTS

- Payroll Management System – Designed, Developed and Documented console application in .Net
- AR – 3D Science – Documented and Developed Android application using Virtual Reality concept using C#

HONORS

- **2ND Prize Winner Technical Poster Presentation**
- **Participated in Computer Live Project** (Computer Graphics in C Language),
- **Participated in State Level Interschool Competition**
- **Participated in National Elocution Competition.**

OTHER INTRESTS

Reading | Travelling | Cooking | Exploring Limits | Photography | Music | Films | Working

I hereby declare that the information given above is true to the best of my knowledge.

If given a chance, I will try my best to come true to your aspirations & will prove my mettle in most trying situations.

Thanking You

Yours's Faithfully

Richa A. Gupta