SANTOSHI DINESH KUMAR

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# Summary:

A highly enthusiastic and detail-oriented individual with a strong interest in administrative tasks and projects. Eager to contribute to the team and leverage my analytical skills to drive innovation and efficiency in web development. Excellent verbal and written communication skills, interpersonal and customer service skills.

**Technical Skills:**

* Microsoft Office Suite
* Web Development Tools: HTML, CSS
* Programming Languages: JavaScript
* Project Management Tool: Jira
* Operating Systems: Windows
* Software Development Life Cycle (SDLC)

**Soft Skills:**

* Problem-solving
* Teamwork and Collaboration
* Communication
* Time Management
* Attention to Detail
* Adaptability

# Education:

* **Per Scholas**, Detroit, MI February 2023

Software Engineer Training Course

* **Anna University**, Chennai, India June 2009

Bachelor of Engineering, Electronics and Communications

# Professional Experience:

**Cambrridge Matriculation Higher Secondary School, Chennai, India** June 2015 – April 2018

Position: Academic Coordinator:

* Collaborated with 30 teachers to ensure that the academic programs are being implemented effectively.
* Monitoring 500 students progress and working with teachers to develop strategies to help students who are struggling academically.
* Organizing extracurricular activities, such as sports, cultural events, and field trips, to enhance the academic experience of students.

# The Vastrass,Chennai, India March 2010 – June 2013

# Position: Boutique Owner:

* Successfully owned and operated a boutique specializing in women's fashion for 3+ years.
* Developed and implemented sales and marketing strategies.
* Managed inventory, including ordering, receiving, and stocking merchandise.
* Ensured a high level of customer satisfaction through exceptional customer service and product knowledge.
* Utilized social media and digital marketing to increase brand awareness and customer engagement.