#### Shailesh Pathak

### Web Developer

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Detail-oriented web developer with 1 year of experience specializing in HTML, CSS, and JavaScript. Skilled in creating dynamic, responsive web applications and optimizing performance. Passionate about user-friendly design and committed to continuous learning. Eager to contribute to collaborative projects and deliver high-quality digital experiences that exceed expectations.

# **Professional Experience**

#### STARLIGHT DIAMOND October 2023 - Present

## Web Designer

- Create an attractive, user-friendly website showcasing the diamond products and services.
- Design responsive layouts that work seamlessly on desktops, tablets, and mobile devices.

## MAHESH TUTORIALS June 2022 - April 2023

### **Consultor**

- Provided guidance and support to high school seniors in navigating the college application process, including selecting schools, writing essays, and preparing for interviews
- Conducted individualized assessments to identify students' strengths, weaknesses, and goals to create personalized academic and career plans
- Collaborated with school faculty and administration to stay updated on educational trends and resources for college-bound students

# **Key Skills**

- MSCIT
- Advance Excel
- Web Design
- Advance Tally
- Typing <30wpm</li>

#### Education

## **HSC in Commerce** July 2021 - April 2023

## **Elphinstone College at Fort, CSMT**

- Completed 12th standard with a specialization in Commerce, gaining a strong foundation in subjects such as Accounting, Economics, Business Studies, and Mathematics. Achieved a high GPA by consistently performing well in coursework and examinations.
- Engaged in extracurricular activities such as participating in Commerce-related clubs and competitions to enhance practical knowledge of the subject. Developed strong analytical and problem-solving skills through case studies and projects.

## SSC in Schooling June 2006 - March 2021

# Chembur Karnataka High School at Chembur, Mumbai

• Completed Schooling till 10th with a strong academic record and active participation in extracurricular activities. Excelled in core subjects such as Mathematics, Science, and English, consistently ranking in the top percentile of my class. Received numerous awards for academic achievement and leadership qualities, showcasing my dedication to learning and personal development during my school years.

### **Certifications**

MS-CIT May 2022

#### **Kreeti Institution**

- MS-CIT stands for Maharashtra State Certificate in Information Technology.
- It is an initiative of the Maharashtra government to enhance the computer literacy level among the people of Maharashtra.

Advance Excel September 2022

### **Kreeti Institution**

- Completed an intensive Advanced Excel course covering advanced functions, data analysis techniques, and automation using macros.
- Developed proficiency in creating complex formulas, pivot tables, and charts to streamline data processing and analysis.

Advance Tally December 2022

## **Kreeti Institution**

- Successfully completed an advanced Tally course, gaining expertise in advanced accounting features, inventory management, and financial reporting.
- Developed proficiency in creating and customizing reports, managing multiple companies, and implementing GST (Goods and Services Tax) functionalities.

# Languages Known

· English · Hindi

### **Interests**

- **Reading Books:** Enthusiastic reader with a diverse interest in literature, particularly enjoying works of fiction, non-fiction, and exploring new genres and authors.
- **Playing Chess:** A strategic thinker who enjoys the intellectual challenge of chess, regularly participating in games to improve strategic planning and decision-making skills.
- Exploring the World: Passionate traveler with a keen interest in experiencing different cultures, cuisines, and landscapes, always seeking new adventures and opportunities for personal growth.