Shanti Odedara

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EDUCATION

Bachelor of Computer Applications (BCA) – *Saurashtra University*   **(June 2021 – April 2024)**
- Overseeing end-to-end project management, ensuring smooth execution and timely completion.
- Gained a strong foundation in **computer programming, software development, databases, and networking**.
- Developed expertise in Python, web development, cloud computing, and database management.
- Completed projects involving real-world applications, problem-solving, and system analysis.

Saint Francis School (SSC: 65%, HSC: 60% - Commerce Stream), Rajkot, Gujarat   **(June 2019 – March 2021)**
- Completed **Higher Secondary Certificate (HSC) in Commerce** with a **60%** score, gaining a foundational understanding of business, finance, and accounting principles.

WORK EXPERIENCE

Easy Connect, Ahmedabad, Gujarat   **(October 2023- Present)**
Backend Office Administrator (Australian Shift)
- *Overseeing end-to-end project management, ensuring smooth execution and timely completion.*
- Coordinating with Australian **installers and technicians**, troubleshooting issues, and providing real-time solutions.
- Maintaining accurate **data records** to support decision-making and compliance with company standards.
- Preparing **detailed monthly reports** on project progress, team performance, and operational insights.
- Conducting **installation audits**, verifying work completed by on-site teams in Australia for quality assurance.

Global Colliance, Ahmedabad, Gujarat   **(June 2023- September 2023)**
Front Desk Executive
- Welcomed and assisted visitors, ensuring a professional and friendly first point of contact.
- Managed and directed incoming calls, addressing inquiries efficiently and providing accurate information.
- Handled client queries via phone and email, ensuring prompt resolution and excellent customer service.
- Maintained and updated **Excel sheets**, including stock inventory, client records, and daily reports.
- Assisted in scheduling appointments, managing meeting rooms, and supporting team members with clerical tasks.

Dhaval International School, Jetpur, Gujarat   **(November 2022 – April 2023)**
Administrative Coordinator
- Managed the **administration desk**, ensuring smooth daily operations and an organized work environment.
- Planned, organized, and executed **school events**, ensuring seamless coordination and successful outcomes.
- Acted as the **primary point of contact** for students, staff, and parents, addressing concerns and resolving queries efficiently.
- Assisted in **student and staff management**, maintaining records, and ensuring adherence to school policies.
- Supported **academic and extracurricular activities**, facilitating communication between departments.

PROJECTS AND RESEARCH

E-Commerce website developed   **(November 2023-March 2024)**
- Developed a fully functional e-commerce website.
- Utilized **PHP** for back-end development and implemented **HTML**, **CSS**, and **JavaScript** for an interactive and responsive front-end design.
- Managed database operations using **MySQL**, ensuring efficient and secure data handling.

SKILLS AND CERTIFICATION

Skills & Expertise:
- Strong Communication
- Administrative & Office Management
- Customer Service & Communication
- Project Coordination & Problem-Solving
- Technical & Data Management
- Adaptability & Time Management