

Surbhi Jain

✉ Surbhijainrko@gmail.com ☎ 9109580874 📍 Gwalior in Surbhi Jain

EDUCATION

Bachelor of Commerce in Computer Applications

Jiwaji University

2022

Gwalior, India

Class XII

Govt. Girls Hr. Sec. School

Percentage 78.4%

2019

Gwalior, India

Class X

Govt. Girls Hr. Sec. School

Percentage 75%

2017

Gwalior, India

PROFESSIONAL EXPERIENCE

Junior Accountant

I-Tokri Enterprises Pvt Ltd

Gwalior, India

- Responsible for management of overall accounting activities.
- Prepare Monthly and Quarterly MIS Reports as per Requirement of Management.
- Following up of orders and payment recovery by telephonically communicate with dealers.
- Prepare monthly sales report.

Dispatch Manager

I-Tokri Enterprises Pvt Ltd

10/2021 – 11/2022

Gwalior, India

- Manage and supervise a team of dispatchers, ensuring smooth day-to-day operations.
- Coordinate with other departments, such as logistics, warehouse, and customer service, to ensure timely and accurate order fulfillment.
- Monitor and track the progress of deliveries or service appointments to ensure on-time performance.
- Communicate with drivers or field technicians regarding routes, customer requirements, and any changes or delays.

Business Development Associate

Coding Thinker

12/2022 – 06/2023

Gwalior, India

- Actively seek out new sales opportunities through cold calling, networking and other sources.
- Handling customer questions, inquiries, and complaints.
- Meeting daily, weekly, and monthly sales targets.
- Collaborate with team members to achieve better results.

TECHNICAL SKILLS

Java

Data Structures and Algorithms

HTML

CSS

JavaScript

Bootstrap

SOFT SKILLS

MS-Excel

MS-Word

Teamwork and Flexibility Skills

Good communication Skills

Quick Learner

AWARDS

First rank certificated in Swachh Bharat Poster competition

Govt. Girls H.S. School, Gwalior

Holder of excellence student award in 2016

Govt. Girls Hr. Sec. School

5 Star in Java at Hacker Rank.

150+ Question on Codechef

PROJECTS

Tic-Tac-Toe Game

- Created a user-friendly Tic-Tac-Toe game using HTML, CSS, and JavaScript.
- Demonstrated expertise in JavaScript by implementing essential concepts such as functions, event listeners, and query selectors.
- Designed an interactive and visually appealing web application for a classic game.
- Successfully integrated JavaScript to enhance user interaction and gameplay experience.
- Developed a project showcasing front-end development skills and creativity.

Gk Quiz Game

Engineered an interactive quiz game in Java, applying OOP concepts and conditional statements (if-else). Created engaging questions, user-friendly flow, and dynamic scoring, showcasing strong coding and logical skills.

Tic-Tac-Toe

The Java Tic-Tac-Toe game employs a 2D array to depict a 3x3 grid, with players alternating turns to place their 'X' or 'O' symbols. It relies on if-else statements and the logical OR operator ('||') to determine victory conditions: aligning three symbols either horizontally, vertically, or diagonally. The game persists until a player wins or the grid is full, leading to a draw.

Netflix Clone using HTML and CSS

- Implemented CSS techniques, such as flexbox and, to achieve pixel-perfect alignment of elements
- Demonstrated expertise in HTML5 and CSS3, incorporating advanced techniques to create a visually appealing and responsive design.
- Leveraged the Box Model to achieve precise layout control, including fine-tuning padding, margin, and border properties.
- Utilized Flexbox to create dynamic and flexible layouts, ensuring content is aligned and displayed flawlessly.
- Seamlessly integrated images and graphics to replicate Netflix's content-rich interface.

Real Time New Website

Using HTML, CSS and JavaScript

- Designed and developed a dynamic news website using a powerful combination of HTML, CSS, and JavaScript.
- Integrated real-time news updates through APIs, providing users with the latest information.
- Implemented responsive design principles to guarantee optimal performance across various devices and screen sizes.
- Created a user-friendly navigation experience by utilizing Bootstrap to design a responsive navbar.

COURSES

Data Structure and Algorithms

Coding Thinker, Gwalior

Completed an intensive **DSA (Data Structure and Algorithms)** course in Java at Coding Thinker, honing my **problem-solving abilities and algorithmic thinking** and adding valuable skills to my toolkit.

Full Stack Web Development


Coding Thinker, Gwalior

Pursuing Full Stack Web Development course, proficient in front-end and back-end technologies. Skilled in building dynamic, responsive websites and applications.

INTERESTS

Sketching | Photography | Crafting

ORGANIZATIONS

Prashraya Welfare Foundation (Team Aashraya) 
Volunteer

Gwalior, India