



SUMMARY

Highly motivated and professional Executive Secretary with over 7 years of experience providing high-level support to senior executives. Proficient in managing calendars, organizing meetings and events, handling confidential documents, and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

EDUCATION

United Public School

2006-2022

Pranveer Singh Insitute Of Technology

Bachelors of technology in Computer Science and engineering (cyber security)

SKILLS

- Strong organizational skills demonstrated through effective time management.
- Exceptional communication and interpersonal abilities.
- Proficiency in working independently and collaboratively within teams.
- Detail-oriented with the capability to handle multiple tasks simultaneously.
-

CERTIFICATIONS

- **Problem Solving Certification** from HackerRank
- **HTML5 Certification** from Infosys Springboard
- **CSS Certification** from Infosys Springboard
- **Java Certification** from Udemy
- **Python Certification** from Udemy

Projects or Portfolio

1. Project Name: Fight Club - Online Thrift Store
 - Role: Front-end Developer
 - Description: Led the development of the front-end of the website, focusing on user interface design, layout, and usability to create an engaging and intuitive online thrift store experience.
2. Project Name: Knull It - Website Video and Spotify Audio Downloader
 - Role: Full-stack Developer
 - Description: Conceptualized and developed the entire website, encompassing both front-end and back-end aspects, enabling users to download website videos and Spotify audios with ease.

Additional Skills

1. Leadership: Demonstrated ability to lead and guide teams effectively.
2. Problem-solving: Proficient in resolving complex issues with strategic solutions.
3. Adaptability: Flexibility in embracing new technologies and environments.
4. Creativity: Innovative approach to crafting solutions and designs.