

SUMMARY

Motivated and detail-oriented web developer with a strong foundation in HTML, CSS, and JavaScript. Passionate about creating responsive and user-friendly websites, with a keen interest in learning new technologies and frameworks. Adept at collaborating in team environments and effectively communicating technical concepts. Eager to contribute to innovative projects and grow within a dynamic development team.

EDUCATION

Sheth M.N. High School

(Qualified For Higher Secondary Education)
2019-2021

Smt. K. B. Parekh College of Computer Science

Bachelor's Degree in Computer Application
2021 - 2024

SKILLS

- Strong organizational and time-management skills.
- Exceptional communication and interpersonal skills.
- Ability to work independently and as part of a team.
- HTML
- CSS
- PHP
- JavaScript
- React
- Tailwind CSS

CERTIFICATIONS

- Web Development Fundamentals Internship - Issued by IBM SkillsBuild

PROFESSIONAL EXPERIENCE

Assistant

JB Multi Service | 2021 - Present

- Entered data into databases accurately and efficiently.
- Scheduled meetings, appointments and travel arrangements for staff members.
- Answered incoming calls, responded to emails, faxes and other inquiries from customers and vendors.
- Developed positive relationships with internal customers through effective communication techniques.
- Organized and maintained filing systems for documents and records.
- Answered incoming calls and directed them to appropriate personnel or departments.
- Greeted visitors, clients and guests in a professional manner.
- Ensured office equipment was operational, stocked with supplies and maintained in a clean condition.
- Assisted in the development of new policies and procedures to improve operational efficiency.
- Gathered and sorted data for reports and files.
- Maintained positive working relationship with fellow staff and management

COLLEGE PROJECT

1. Online Job Portal

- Job seekers can easily search for jobs based on location or skills through an online job portal.
- The technology used in this project includes React, JavaScript, HTML, and Tailwind CSS for the front-end.
- Users can refine searches based on various criteria, such as salary, experience level, and company type.