**Akshata Jog**

Dubai, UAE

+971502164909 | [akshata.desai09@gmail.com](mailto:akshata.desai09@gmail.com)

**PROFESSIONAL SUMMARY**

Hardworking and passionate job seeker with strong organizational skills eager to secure administrative assistant(JOB-052373) position. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem solving skills, Detail oriented team player. Ability to handle multiple projects with high degree of accuracy.

**SKILLS**

|  |  |
| --- | --- |
| * **HTML** | * **React** |
| * **CSS** | * **Git** |
| * **Bootstrap** | * **Microsoft Excel** |
| * **JavaScript** | * **WordPress** |

**ONLINE COURSES**

* Completed Responsive Web Design course from freecodeCamp
* Completed full Stack Web Development Course from Crampete(Online)

**PROJECTS**

Projects done during the course

**HTML and CSS Projects**

1. [Magzine](https://akshata-projects.github.io/freeCodeCamp/CSS_Grid_Magzine/index.html)
2. [Photo Gallery](https://akshata-projects.github.io/freeCodeCamp/CSS_Flexbox/index.html)
3. [Balance Sheet](https://akshata-projects.github.io/freeCodeCamp/CSS_PseudoBalanceSheet/index.html)
4. [Skyline Project](https://akshata-projects.github.io/freeCodeCamp/CSS_Variables_Skyline/index.html)
5. [Survey Forms](https://akshata-projects.github.io/Assignments_21/home.html)

**Bootstrap Project**

1. [TinDog App](https://akshata-projects.github.io/FrontEnd_Projects/TinDog/index.html)

**JavaScript Projects**

1. [Guess Number](https://akshata-projects.github.io/FrontEnd_Projects/Guess-Number/index.html)
2. [Pig Dice game](https://akshata-projects.github.io/FrontEnd_Projects/Pig-Game/index.html)
3. [Bankist App](https://akshata-projects.github.io/FrontEnd_Projects/BankistApp/index.html)   
   u:js pwd:1111

**React Project**

1. [To Do App](https://akshata-projects.github.io/todo-app/)

**EMAIL TEMPLATES**

1. [Newsletter Template](https://akshata-projects.github.io/HTML_EmailTemplates/Newletter-1/index.html)
2. [Landing Page Template](https://akshata-projects.github.io/HTML_EmailTemplates/1singlePage/index.html)
3. [Blog Page Template](https://akshata-projects.github.io/HTML_EmailTemplates/1Blog2Col/index.html)
4. [Multi Column profile Template](https://akshata-projects.github.io/HTML_EmailTemplates/portFolioPage/index.html)

**PROFESSIONAL EXPERIENCE**

**Hewlett Packard**

Team Lead | Bangalore, India | January 2011 - November 2014

* Monitored team performance and provided constructive feedback to increase productivity and maintain quality standards.
* Conducted regular reviews of operations and identified areas for improvement.
* Managed leave requests and absences and arranged covers to facilitate smooth flow of operations
* Conducted training and monitored team members to promote productivity, accuracy and commitment to friendly service.
* Helped meet changing demands by recommending improvements to business systems or procedures.
* Guided team members to foster proper completion of assigned duties.
* Developed and updated tracking spreadsheets for process monitoring and reporting
* Reviewed, implemented and updated company records related to team activities for future reference.
* Held weekly team meeting to inform team members on company news and updates.

**EDUCATION**

Bachelor of Computer Application(BCA)

Dharwad, Karnataka, August 2008

**PERSONAL DETAILS  
  
Name |** Akshata Ajit Jog

**Date of Birth |** 10th December 1987

**Nationality |** Indian

**Marital Status |**  Married

**Languages Known|**  English, Hindi, and Kannada