ANAND DUBEY
Project Administrative

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EDUCATION

Bachelor's of Technology
Institutes of Technology and Managements , AKTU

2018 - 2022

EXPERTISE

- JAVA Programing
- MySQL
- HTML & CSS
- JavaScript
- React
- Microsoft Excel & Word
- Digital Marketing
- Management Skills
- Critical Thinking
- Communication Skills

PERSONAL DETAILS

Address - Bangkok, Thailand

Nationality - Thailand

Languages - English, Hindi

Passport -   AC4740010

Gender -   Male

PROFILE

To work with best of my abilities and skills in order to benefit my organization also to be better other in this competitive Time an influential position in the organization.

WORK EXPERIENCE

Gemini Creation Co.,Ltd   May-2024 - Prsent

Project Administrative

- Efficiently manage day-to-day administrative operations.
- Enter data accurately; prepare reports and presentations.
- Provide administrative support to teams or executives.
- Assist in monitoring and tracking budgets and expenses.
- Manage office inventory and order supplies as needed.
- Maintain and organize files, records, and documents.
- Handle correspondence, emails, and phone calls professionally.

Avance Globaltech Consultancy   Oct-2023 - May-2024

React Developer

- Working with the wider development team.
- Proficient in building responsive web applications using React.js.
- Optimizing frontend performance to ensure fast loading times.
- As a React developer, I create dynamic UIs with React, collaborate on design translation, solve complex challenges, and aim to exceed expectations with innovative solutions driven by passion.

ACHIEVEMENTS

NPTEL Certified

- Secure Silver Medal in Developing Soft Skills and Personality Course Offered by NPTEL IIT Kanpur in Aug-Oct 2018.
- Secure Silver Medal in Enhancing Soft Skills and Personality Course Offered by NPTEL IIT Kanpur in Feb-Apr 2019

Java full stack at Anudip Foundation

- Issued Jun 2023 · Expired Jan 2024
- Credential ID U91900WB2007NPL116269