

WORK EXPERIENCE

Junior Assistant

Indian Institute of Technology Delhi

09/2016 - 09/2017

New Delhi, India

Achievements/Tasks

- Assembled materials for analysis and makes reports. Assembled financial and statistical data and summarizes such information in graphic and report form.
- Assisted in budget preparation, financial control, making statistical, financial, procedural & organizational studies.
- Assisted in the development and implemented office procedures, routines & planning the efficient flow of work.
- Assisted in maintenance of financial accounts and reconcile financial and statistical reports.
- Used computer applications such as Excel, Word, E-Mail, and database software in performing work assignments.

Contact : Mr. Bijender Singh

Java Developer Trainee

Centre for Development of Telematics

01/2016 - 06/2016

New Delhi, India

Achievements/Tasks

- Designed and implemented Java-based applications.
- Defined application objectives and functionality.
- Debugged and resolved technical problems.
- Produced detailed design documentation.
- Developed and testing software.

Contact : Ms. Jayati Arora

EDUCATION

Master of Computer Application

Kurukshetra University, Kurukshetra

07/2013 - 07/2016

Kurukshetra, India

Bachelor of Computer Application

Guru Gobind Singh Indraprastha University

07/2009 - 07/2012

New Delhi, India

SOFT SKILLS

Time Management

Communication

Adaptability

Problem Solving

Team Work

Attention to detail

Interpersonal Skills

Quick Learner

Creativity

Leadership

Planning

Work ethic

PROJECTS

GATE-JAM Exam (09/2016 - 09/2017)

- Handled 160,000+ student data in GATE-JAM Exam from Delhi.
- Handled 1000+ PH Candidates as special cases.
- Created and managed reports for meeting and task given.

DWDM & Networking Tool (01/2016 - 06/2016)

- Developed modules for Dense Wavelength Division Multiplexing.
- Developed latest networking modules to connect remote servers.
- Fetches data from XML file and showed into tabular format.

CERTIFICATES

- Crash Course on Python

- Introduction to Data Science in Python

- Machine Learning using Python (IIT-Roorkee)

- Business Analytics with Excel

- Mastering Data Analysis in Excel

LANGUAGES

English

Professional Working Proficiency

Hindi

Full Professional Proficiency