ANKIT RAI

Jr. Developer & Coordinator

Mumbai Maharashtra 400708 | +91 8484925725 | ankitrai2799@gmail.com

|CAREER SUMMARY:

Dynamic professional with expertise in project coordination and software development. Proven ability to lead cross-functional teams, manage project lifecycles, and deliver successful outcomes. Skilled in Agile methodologies, coding, and problem-solving. Effective communicator with a passion for innovation and continuous learning. View my portfolio: **https://ankitr03.github.io/**

WORK EXPERIENCE:

Smirisys

Jr. Developer & Coordinator | 01 December, 2022 - Present

- HTML Website designing, Testing, Newsletter Scheduling, Task Management, Client coordination, WordPress Content Updates, SSL Installations, Taking Website Backup, Canva PDF designing.
- Developed and maintained detailed documentation, including technical specifications and user manuals, to ensure smooth handoff to end users.

Voxture Bio Ltd.

Assistant StoresIn charge | 01 April, 2021 - 28 November, 2022

- Receiving, storing, and issuing IVD materials in compliance with regulatory standards and company procedures.
- Maintain accurate records of inventory levels and transactions using specialized software or systems.
- Collaborate with cross-functional teams to fulfill material requests and support production schedules.

RELEVANT PROJECTS:

Khamaj by MRH Site Traders

- Built an processed food website to show Organic food products for Export.
- Added data and arranged the Image Gallery.

Symphony Software Solution

- Built an Website for an App Development company. Created About Us page and added data on whole website.

RCCS - (Raghav Corporate Consultancy Services)

- A single page website for Healthcare provide in Corporate services coordinate and complete the site before the deadline.

IML - (Institute of Medicine & Law)

- Creating News letters and Scheduling in Brevo every week.
- Testing and Maintenance of it's site's.

MSME TALK

- A wordpress website performing it's AMC every month & maintaining it's SEO score. And also content update.

EDUCATION:

2017 - 2020| Mumbai University
Bachelor of Science in Information Technology

2015 - 2017| H.S.C - Maharashtra Board
Commerce - It & Maths

SKILLS:

- Front-end web development (i.e. Html, CSS, Java Script)
- Website Testing
- Team Collaboration
- Requirements Gathering & Analysis
- Version Control (e.g., Git)
- Problem Solving
- Communication & Presentation
- Continuous Learning & Adaptability
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DECLARATION:

I hereby declare that above information is true to the best of my knowledge & belief and nothing has been concealed herein. All the documentsin original/attested copy, references will beproduced whenever required.

Date:-

Place:-
                                                        Yours Sincerely,

                                                        Ankit Rai