

## SUMMARY

Highly motivated and professional Executive Secretary with over 7 years of experience providing high-level support to senior executives. Proficient in managing calendars, organizing meetings and events, handling confidential documents, and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

## EDUCATION

### Graphic Era Hill University

Bachelor's Degree in Computer Application  
2022 – 2025

### Mount Litera Zee School

Senior School  
27-07-2022

## SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

## CERTIFICATIONS

- Internship web developer

## PROFESSIONAL EXPERIENCE

### Internship

THDC India Limited  
Duration: 1 Month

- Collaborated with the development team to design and implement a fully functional tender portal website, focusing on user-friendly navigation and responsive design.
- Developed key features, including sign-up and login pages with CAPTCHA and human verification to ensure secure user access.
- Worked on the creation and management of multiple pages, such as Home, About, Contact, Vendor, and Owner sections, integrating dynamic functionalities using PHP and MySQL.
- Designed and implemented a robust database schema for storing user and bid-related information in phpMyAdmin.
- Utilized HTML, CSS, JavaScript, and PHP to create interactive and visually appealing web interfaces.
- Gained hands-on experience in web development best practices, database connectivity, and dynamic content rendering.

## WEBSITE DEVELOPED

Tanishka Tour and Travels  
<https://www.tanishkatourandtravels.com/>

- Designed and developed a fully functional website for Tanishka Tour and Travels, showcasing travel services and packages with an intuitive and visually appealing interface.
- Employed HTML, CSS, and JavaScript to build a responsive and dynamic front-end, ensuring seamless user experience across devices.
- Integrated interactive elements, such as inquiry forms and contact sections, to enhance customer engagement.
- Focused on user-friendly navigation and attractive visuals to highlight the brand's offerings effectively.
- Independently managed all aspects of website creation, from design and development to publishing and deployment.

This project demonstrates my ability to create professional-grade websites tailored to specific client needs, showcasing strong design aesthetics and technical expertise.