



CHITRALEKHA MAHANTA

Guwahati, INDIA

6000384564 chitramahanta678@gmail.com

Skills

Ability to Work in a Team

Computer Skills

Microsoft Office

Communication Skills

Web Design

Design Thinking

PL/SQL

PHP,HTML,CSS

React JS

Node JS

Hobbies

Coding,Painting,Doddle
art,Dancing

Languages

English

Hindi

Assamese

Profile

Hardworking Student seeking employment. Ready to utilize my skills and passion to further the mission of a company. Technologically adept, offering experience with many different social media platforms, office technology programs, and advanced computer skills. Bringing forth a positive attitude and the willingness and motivation to learn new programs.

Employment History

OFFICE ASSISTANT, JKM INFRA WORKS LLP, Guwahati

September 2022 — April 2023

- Assisted with the preparation of documents and materials for meetings, including agendas and presentations
- Maintained the office filing system
- Ordered office supplies and equipment and maintained an inventory of all items
- Prepared presentations and reports for meetings

Education

HSLC (SEBA), L.B Sankardev Shishu Vidya Niketan, Sibsāgar

January 2004 — February 2016

Secured 71%

HSSLC(AHSEC), Sivsagar Junior College, Sibsāgar

May 2016 — February 2018

Secured 67%

BACHELOR OF COMPUTER APPLICATION, Handique girls college, Guwahati

May 2018 — May 2021

Graduated with 6.5 CGPA

MASTER OF COMPUTER APPLICATION, University of Science and Technology,Meghalaya, Guwahati

June 2021 — June 2023

Graduated With 6.7 CGPA

Internships

Ethical Hacking, Internshala

Cloud Computing, Internshala

Project

Public Financial Management System in PHP, Guwahati

Worked as an Intern Under Kar Bhawan,Guwahati (Govt. Of Assam)

PFMS is a Govt. of India Public Financial management reforms initiative which monitors programs in the social sector and tracks funds disbursed.