

CHITRALEKHA MAHANTA

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SUMMARY

Passionate and detail-oriented MCA graduate with a strong foundation in front-end development. Knowledge in HTML, CSS, and JavaScript, with a deep understanding of modern front-end libraries and frameworks like React.js. Passionate about building responsive and user-friendly web applications. Eager to apply problem-solving skills and technical expertise to contribute to innovative projects. Quick learner with an interest in keeping up with new web development trends.

EDUCATION

Master of Computer Application (June 2021 – June 2023)

University of Science and Technology, Meghalaya, Guwahati

Bachelor of Computer Application (May 2018 – May 2021)

Handique Girls College, Guwahati

Senior Secondary (XII), Science (May 2016 – March 2018)

Sivsagar Junior College

SKILLS

- | | | | |
|---------------------|-----------------------|-----------------|-------------------|
| • React Js | • HTML | • CSS | • JavaScript |
| • Context Api | • Bootstrap | • Git | • GitHub |
| • Digital Marketing | • SEO | • Facebook Meta | • Adobe Photoshop |
| • Adobe Illustrator | • Facebook Ad Manager | | |

EXPERIENCE

Digital Marketing Executive (June 2024 – Present)

Geekworkx Consultancy Pvt Ltd

- Develop and execute digital marketing campaigns across platforms such as Google Ads, Meta Ads, and YouTube Ads to drive brand awareness and lead generation.
- Manage social media channels, create engaging content, and optimize posts for maximum reach and engagement.
- Develop and implement SEO strategies to improve website visibility and organic traffic.
- Conduct keyword research, competitor analysis, and optimize website content for search engines.

Internship (January 2023 – July 2023)

Public Financial Management System in PHP

- Worked as an intern under Kar Bhawan, Guwahati (Govt. of Assam) on the Public Financial Management System (PFMS).
- Assisted in implementing and maintaining PFMS, a Government of India initiative for public financial management reforms.

Executive Office Assistant (June 2022 – July 2023)

JKM Infra

- Handle incoming calls, emails, and correspondence on behalf of the executive.
- Prepare reports, presentations, and documents for meetings and business activities.
- Maintain confidential records, files, and sensitive information securely.
- Handle data entry, record-keeping, and maintain accurate documentation.

CERTIFICATIONS

React (2024)

Internshala

Node JS (2022)

Internshala

Digital Marketing (2024)

Internshala

