

# Neetu Binoriya

Front End Developer, React.js Developer

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📍 Indore

## WORK

**Experience** 2.8 years

## EDUCATION

<b>Bachelor's Degree</b>	BE (Computer Science)
<b>Higher Secondary</b>	PCM (MP Board)
<b>High School</b>	MP Board

## TECHNICAL TOOLS

JAVA Script, React JS, C & C++, HTML5, CSS3, Bootstrap,  
UX/UI Designing, Visual Studio  
MS Office, MS Excel, MS PowerPoint

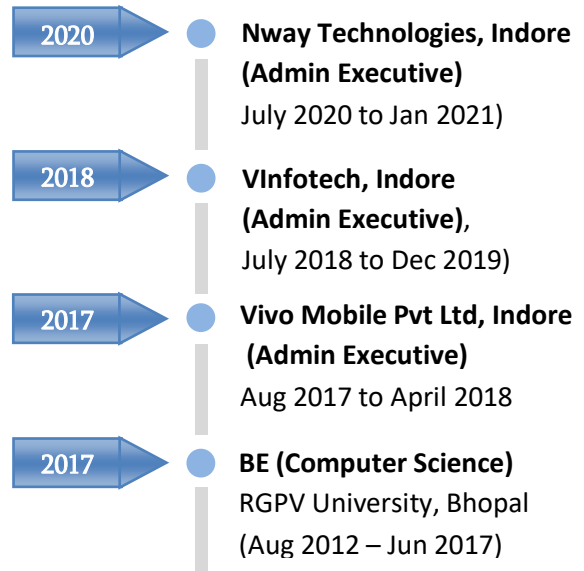
## STRENGTHS

Hardworking, Dedicated, Quick Learner, Good Communication,  
Strong Analytical Skills, Team Player, Motivator & Leader

## PROFILE SUMMARY

- Manage office supplies stock
- Prepare regular report on daily expenses and office budgets
- Maintain and update company Databases
- Submit and reconcile expense reports
- Book meeting rooms as required
- Update office policies as needed
- Arrange travel and accommodations
- Identifying vendors for a competitive price without compromising on quality of the services
- Organizing a filing system for important and confidential company documents
- Ensuring timely payments of all Bill including Utility, telecom, and vendors or any other services taken by Company
- Regularly following-up with vendors for services required in the office
- Answer queries by employees and clients
- Ensure resolution of any admin for IT related issues in a timely and effective manner
- Managing front desk efficiently, answering all calls / queries and visitors are made to feel welcome

## TIMELINE



- Schedule in-house and external events
- Completing all HR formalities at the time of joining and exiting of associates
- Design the poster for every new event happening in company
- Maintaining a clean and enjoyable working environment.
- Maintain contact list.
- Handling external or internal communication or management system.
- Managing clerical and other administrative staff.
- Handling overall staff attendance on daily basis and monthly from biometric machine.
- Handling front area with all the admin responsibilities.
- Coordinating with office maintenance and vendors.
- Order office supplies and research new deals and suppliers.
- Update and maintain office policies and procedures.

## PROJECTS

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### ❖ NXG Labs PVT. LTD. PUNE

#### 1. Student Profile Page (College Data Software)

60 Days Complete Training for Student Profile on College Software in NXG Labs Pvt Ltd Pune. Maharashtra.

##### Development Tools:

Java/ Basic Concept of OOPS.

#### 2. Responsive React Website

➤ HTML/ CSS/Java Script/React.JS

#### 3. Youtube Clone

➤ React.JS

#### 4. Digital Clock

➤ HTML/CSS/Java Script

## CERTIFICATIONS

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Successfully completed Certification Course of:

- React.js Developer Course with the knowledge of HTML, CSS, Java Script.
- C & C++ Programming from Samyak Computer Classes, Indore.
- IIBA Endorsed Course "IT Business Analyst Training" as per BABOK V3.

## DECLARATION

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I solemnly declare that all the details given above are accurate, and I bear the responsibility for any variation from them in the future.

Neetu Binoriya