

Somesh Sahu

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Profile Summary

Detail-oriented Data Verifier with experience in case identification and document indexing at the District Court Digitization Hub (DCDH) in Angul, Odisha. Skilled in organizing data, labeling legal documents, and developing automation tools using Python. Recognized for enhancing data entry processes and collaborating effectively with team members to improve workflow efficiency. Looking forward to applying my technical knowledge in a dynamic setting and helping a growing company achieve its goals.

Professional Profile

- I had worked in **DISTRICT COURT DIGITIZATION HUB, ANGUL, ODISHA** as an index marker.
- Having 1.2 years of Experience in identifying what type of case each file belongs to.
- Experience in MS Office Products, basics of python which helped me make the data entry process easier with some tools I've developed.
- I have strong skills in data entry, basic knowledge of Python programming, and paying attention to details, which helps me organize and manage data quickly and accurately.
- Skilled in streamlining processes to minimize human interaction, enhancing efficiency, and automating tasks to improve workflow and productivity.
- Ability to learn something quickly as guided.
- Ability to identify errors and ensure accuracy in data.
- Fast and accurate data entry abilities.
- Strong written communication abilities.
- Expertise in prompting ChatGPT to achieve accurate and relevant results.
- Good knowledge of Python basics, including data types (int, str, list, dict), type conversion, loops (for, while), and fundamental Object-Oriented Programming (OOP) concepts like classes and objects.

Education

ADARSHA COLLEGE OF ENGINEERING <i>Diploma in Electrical Engineering(7.70 CGPA)</i>	Angul, Odisha 2020-2023
COMPUTER WINDOWS CENTER <i>Post Graduate Diploma in Computer Application, ITCT(73%)</i>	Angul, Odisha 2022-2023
Govt. U.G High School <i>Board of Secondary Education, Odisha(61.33%)</i>	Angul, Odisha 2020

Technical Skills

- **MS Tools:** Microsoft Word (document formatting, editing), Microsoft Excel (data entry, formulas, data analysis)
- **Backend Technology:** Python (basic programming concepts, data structures, loops, type conversion, Object-Oriented Programming)
- **Development Tool:** Visual Studio Code (coding, extensions for Python development).
- **WPM:** Accuracy in typing, an average of **45-50 wpm**.
- **Role Played:** Worked as a Developer, specializing in creating solutions to automate tasks and reduce manual work, effectively decreasing the need for human interaction in repetitive processes.

PROJECTS(with the help of GPT bots)

➤ Folder Creation Automation Program:

Description: Developed a Python program designed to streamline the creation of multiple folders at once, addressing a key requirement at the District Court Digitization Hub, with the help of ChatGPT.

Tools Used: Python, Tkinter (for GUI), Command Prompt.

Role: Lead developer of the automation tool.

Features:

GUI Interface: Implemented a user-friendly graphical interface using Python's Tkinter library, making it easy for users to create folders without needing to manually use command-line prompts.

Automation: Created a script that allows for the simultaneous creation of multiple folders with a single click, significantly reducing the time and effort required for manual folder setup.

Customizable Options: Added two buttons that allow users to specify different folder names or sets, enhancing flexibility based on the project's needs.

Outcome: The program successfully reduced manual workload, improved efficiency in data organization, and minimized the potential for human error during folder creation.

➤ **Batch Upload Path Configuration Tool:**

Description: Developed a tool to automate and streamline the process of configuring file paths for batch uploads to the server, particularly useful for handling multiple files in zip format.

Tools Used: Python.

Role: Developer focused on reducing manual effort in path configuration.

Outcome: The tool minimized the need for human interaction, speeding up the upload process, and ensuring accurate file placement on the server.

➤ **File Renamer for Sequence Management:**

Description: Created a Python-based file renaming tool that organizes files into a specific sequence, making it easier to manage and locate files in large datasets.

Tools Used: Python.

Role: Developer of the file renaming automation tool.

Features:

Sequential Renaming: Automatically renames files in a specified order, ensuring that they are organized logically.

Error Reduction: Helps prevent errors that could occur during manual file renaming, improving overall data consistency.

Outcome: The tool enhanced data organization, reducing the time required to manually sort and name files.

Declaration

The Information presented in this resume accurately reflects my qualifications and experience.

Somesh Sahu
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