

CURRICULUM-VITAE

Geeta Rawat

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Objective

To achieve the peak in my career with the optimum utilization of my skills that ultimately is productive for the organization.

Work Experience:

Gaurnam outsourcing Pvt Ltd— *Back Desk Office Executive*

Dec 2020 - Dec 2021

- Managing and maintaining Excel sheets
- Handling all email-related tasks
- Conducting typing work
- Verifying online donations

DSEU — *LDC*

Dec 2021 - Aug 2023

- Handling all email-related tasks
- Conducting typing work
- Preparing various documents, including letters, reports, and forms.

Educational Qualification:

Qualification	Institution	Year
Post Graduation	IGNOU	2023
Graduation	PGDAV College Delhi University	2019
Higher Secondary	CBSE, Board, Delhi	2016
Secondary	CBSE, Board, Delhi	2014

Certifications:

- **Diploma in Computer Applications** — Manav Bharti Educational Mission.
- **Full-stack Development:** Dice Academy.

Technical Skills:

- **Frontend Development:** Proficient in HTML, CSS, and JavaScript.
- **Tools & Frameworks:** Basic knowledge of Bootstrap, React.js.
- **Office Applications:** MS Office (Excel, Word).

- **Other Skills:** Basic knowledge of English typing (35 WPM).

Projects:

1. Portfolio Website

- Built a personal portfolio using **React.js**, **Tailwind CSS**, and **Framer Motion**.
- Added smooth animations to make it interactive and visually appealing.
- Made it fully responsive so it looks great on all devices.

2. Gourmet-Au-Catering Website

- Created a catering website using **HTML**, **CSS**, and **JavaScript**.
- Used **GSAP** animations to make the site more engaging.
- Designed it to be easy to use and mobile-friendly.

3. Care E-commerce Site

- Developed a simple e-commerce website using **HTML**, **CSS**, and **JavaScript**.
- Ensured it works well on all devices with a responsive design.
- Focused on easy navigation and a clean, user-friendly layout.

Skill Set:

- Strong problem-solving and analytical thinking.
- Task prioritization and deadline management.
- Eagerness to learn and adapt to new technologies.

Personal Information:

Date of Birth	20.02.1999
Father's Name	Sh. Sher Singh Rawat
Mother's Name	Smt. Radha Devi
Language	Hindi, English
Nationality	Indian
Gender	Female

Date.....

(Geeta Rawat)