

JATIN RAJPUT

6266208406



jatinrajput3758@gmail.com



WEB DEVELOPER

Siddhi Vinayak Residency , Harda



SUMMARY

Highly motivated and professional Executive Secretary with over 1 years of experience providing high-level support to senior executives. Proficient in managing calendars, organizing meetings and events, handling confidential documents, and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

EDUCATION

Higher Education .

Bachelor's Degree in Business Administration

2019- 2022

Barkatullah University

Bachelor of Computer Application

2022 - (Running)

SKILLS

- **Hypertext Markup Language .**
- **Cascading Style Sheets .**
- **Bootstrap (CSS & JS Framework)**
- **JavaScript .**
- **ReactJS .**
- **Java (Running).**
- **C++ (Running).**
- **Graphic Designing .**
- **Animation .**

PROJECTS

PORTFOLIO-

<https://jatinrajput3758.github.io/jatinportfolio/>

CERTIFICATIONS

- 50+ Project Complete Canva Designig Certificate .
- Microsoft Office Using AI Tools Certificate .
- Eathical Hacking Workshop Certificate.