# MANYA BIST

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DOB-7th January, 2007

## ACADEMIC QUALIFICATIONS

| Degree | Year of Passing | Name of Institute | CGPA/Percentage |
|---|---|---|---|
| BCA | 2027 | Christ University, Delhi NCR (University of Delhi) | - |
| XII, CBSE (Commerce with IP) | 2024 | Bal Bharti Public School, Noida | 92% |

## CERTIFICATION COURSE

- **AI Toolbox for students** by School of Sciences, Christ deemed to be University | 2024
- **C programming Course** by Infosys|2024
- **Introduction to Microsoft Excel** by Coursera | 2025

## INTERNSHIP EXPERIENCES

**Web Development Intern, Codesoft | Sept 2024 – Oct 2024**
- Completed an internship as a Web Developer at Codesoft, where I worked extensively with HTML and CSS to build and enhance website designs and functionalities.

**Internship Trainee, Acutech Global Services LLP | May 2023 – Jun 2023**
- Served as an Internship Trainee at Acutech Global Services LLP, focusing on tasks involving Excel for data organization, analysis, and reporting.

## POSITIONS AND RESPONSIBILITIES

**Volunteer, PR & Social Media Team Member, Gayatri Nanda NGO | Present – Ongoing**
Currently volunteering as part of the PR and Social Media teams at the Gayatri Nanda NGO. I contribute to promoting the organization's activities and mission through effective communication and social media management.

**Active SWO Society PR and Sponsorship Committee | Present – Ongoing**
I am an active member of the PR and Sponsorship Committee of the SWO Society, where I contribute to coordinating events and managing PR efforts. I have also served as the main PR coordinator for several events, ensuring effective communication and successful sponsorship outreach.

## PROJECTS

**Website for Sweetkick (Internship Task) | Codsoft | Sept 2023 – Aug 2024**
Developed a comprehensive website for Sweetkick as part of my internship. The website included essential pages like Home, Contact, About, and Services. Here is the link to the project: Website Project.

**Calculator Project (Internship Task) | Codsoft | Sept 2023 – Aug 2024**
Created a fully-functional calculator capable of performing various calculations as part of my internship project. Here is the link to the project: Calculator Project.

**Personal Portfolio (Internship Task) | Codsoft | Sept 2023 – Aug 2024**
Built a personal portfolio website showcasing my skills, projects, and achievements during the internship. Here is the link to the project: Portfolio Project.

## SKILLS

• Fast Learner: Quick to grasp new concepts and apply them effectively.
• Communication Skills: Strong communication abilities developed through active participation in PR and Sponsorship teams, as well as emcee roles.
• Team Player: Ability to work collaboratively within teams and contribute to achieving common goals.
• Leadership: Demonstrated leadership qualities through various projects and team management experiences.
• Technical Skills: Knowledge of SQL, Python, Java, and C++, HTML, CSS, Java script.
• Proficient in Microsoft Office: Skilled in using Word, Excel, PowerPoint, and other Microsoft Office applications.