

MANAS SUTHAR

front-end developer

Rajasthan, India | @ manassuthar62@gmail.com | contact +91 7073872849

SUMMARY

Technically adept and highly motivated IT professional with proven expertise in data management, IT education, and foundational cybersecurity principles. Certified Ethical Hacker with a strong academic foundation, including top-tier performance in secondary and higher secondary education. Skilled in Microsoft Office Suite, web design fundamentals.

EXPERIENCE

IT Team Coordinator

2025- February TO 2025-OCT

Anuprati Coaching Yojana Project Motion Education, Banswara, Rajasthan

Key Responsibilities and Achievements:

Document and Records Management:

- Managed all **incoming project documents and correspondence** related to the Anuprati Scheme, ensuring data confidentiality and security.
- Oversaw the student admission/registration form process**, verifying forms were accurately filled out and complete by the applicants.
- Developed and maintained an **efficient physical and digital filing system** for organizing, storing, and enabling the **quick retrieval** of critical records.

Administrative Process Coordination:

- Coordinated effectively with various departments to fulfill documentation and form requirements as per scheme guidelines.
- Contributed to the **reduction of paperwork errors** and streamlined the administrative workflow for student intake.

SKILLS

- Hard Skills:** Document Control, Records Management, Digital Archiving, Data Entry, Form Processing, Filing Systems, MS Office Suite (Excel/Word).
- Soft Skills: Strong Attention to Detail**, Organizational Skills, Process Orientation, Administrative Efficiency, Confidentiality Management.
- AI Utilization:** Practical experience using **Generative AI tools (e.g., Gemini, ChatGPT)** for tasks such as **document summarization, data analysis, and streamlining administrative content**.

LANGUAGES

- HINDI
- ENGLISH

EDUCATION

Government senior secondary school

2021.
Schooling

Secondary
90.67

Government senior secondary school

2023
Schooling

Higher Secondary
72.60

CERTIFICATION

Rajasthan State Certificate in Information Technology (RS-CIT)

Recognized by Vardhman Mahaveer Open University (VMOU), Kota

Tops Technologies Ahmedabad

Learned HTML, CSS, JavaScript and Responsive Web Design, front- end developer.