

MANAS SUTHAR

FRONTEND DEVELOPER

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Education

- Tops Technologies Ahmedabad
Learned HTML, CSS, JavaScript and Responsive Web Design, front-end developer
- Government senior secondary school
Secondary
90.67
2021-2022
- Government senior secondary school
Higher Secondary
72.60
2022-2023
- Rajasthan State Certificate in Information Technology (RS-CIT)
Recognized by Vardhman Mahaveer Open University (VMOU), Kota

LANGUAGES

- HINDI
- ENGLISH

INTEREST

- Computer Operating
- Coding and Learning New Technologies
- Exploring AI Tools For Website Building
- Problem Solving and Tech Innovation

About me

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

Anuprati Coaching Yojana Project Motion Education, Banswara, Rajasthan

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.

Project

Project: Motion Education Management Portal

- **Tech Stack:** HTML, CSS, JavaScript, Node.js, MongoDB.
- **Description:** Built a full-stack CRM for managing 2000+ student records. Features include multi-level authentication (Admin/Staff), document verification workflow, task assignment system, and automated Excel reporting. Hosted live on Vercel & Render.

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**.