



MANAS SUTHAR

front-end developer

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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 Coordinator2025- 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.