

# MANAS SUTHAR

FRONT END DEVELOPER

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## Education

- Government senior secondary school**  
Secondary  
90.67  
2021-2022
- Government senior secondary school**  
Higher Secondary  
72.60  
2022-2023

## Certifications

- 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

## 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.

## 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**.

## 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.