**RESUME**

**Name:** Mansi Tomar

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UP, 201301

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**LinkedIn:**  <https://www.linkedin.com/in/mansi-tomar/>

**Career objectives:** Highly motivated and passionate web developer seeking an entry-level position to apply my skills in HTML, CSS, and JavaScript to create dynamic and user-friendly websites.

**Educational Qualification:**

| **Course** | **Year** | **Institution/College** | **University/Board** |
| --- | --- | --- | --- |
| B.com | 2022 | Bharti College | Delhi University |
| 12th | 2019 | Indian National Public School | CBSE |
| 10th | 2017 | Indian National Public School | CBSE |

**Technical Qualification:**

| **Course** | **Year** | **Institution/College** |
| --- | --- | --- |
| Computer Software Application | 2022 | National Skill Training Institute (Noida) |
| Computer operator and programming assistant | 2020 | National Skill Training Institute  (Noida) |

**Key Skills and Strength:**

* Less talker and Good listener
* Self-motivated & Hardworking
* Volunteering skills & Have work ethics
* Taking responsibility & Attention to detail.
* Microsoft Office (PowerPoint, Excel, Word)
* VBA in Excel
* Proficient in HTML, CSS, JavaScript
* Strong problem-solving and debugging skills
* Productive Typing Speed
* Ability to work independently and collaboratively
* Word Press
* Digital Marketing

**Projects:**

* [LinkedIn]
* Description: [Briefly describe the project, technologies used, and your role]
* GitHub Repository: [Provide a link to your GitHub repository if applicable]
* [Project Name]
* Description: [Briefly describe the project, technologies used, and your role]
* GitHub Repository: [Provide a link to your GitHub repository if applicable]

**Experience:**

* Apprentice, [Projects and Development of India Limited] [Noida, U.P] [29sep 2022- 29 sep 2023]
* Served as Help Desk Executive in the IT Department
* Recording of complaints received wrt. Hardware, Software and Network.
* Assign the complaints to concerned Hardware/Software/Networking Engineers
* Periodically check the status of complaints & update records
* Intimating the complainants of the complaint resolution through phone/e-mail
* Assigning engineers for organizing video conferencing facilities

**Certifications:**

* [Full Stack Development Course], [Skill Academy], [2023]
* [Computer Operator and Programming Assistant], [National Skill Training Institute], [2020]
* [Certificate of Participation in Python Basics], [White Hat Jr.],[2020]
* [Certificate of Achievement in English Speaking], [Josh Skills],[2021]
* [Certificate of Declaration in HTML [Skill Academy],[2022]
* Introduction of Cyber security certificate by Cisco

**Interest**/ **Hobbies**:

* Reading books
* Writing Thoughts & listening Podcast
* Yoga & exercise

**Languages:**

* English (Fluent)
* Hindi(Fluent

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