NEETU DAVE

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**A highly creative and innovative individual with the ability to think out of the box.
Extensive experience in web design and development, gained in UK and in international settings.
Expert with front end and back end development technologies and expert with all phases of full life
cycle of an application development project.**

KEY SKILLS

- Highly skilled at using a vast variety of programming languages and digital protocols, such as *HTML, PHP, CSS* and *JavaScript*
- Fully experienced with WordPress installation and customization
- Expert in adapting code to designs quickly and efficiently
- Advanced MySQL Database skills and expert using SQL queries
- Expert in testing, debugging and documenting the end product/software
- Ability to provide training and support for complex technical issues in a way that non-expert can understand
- A commitment to keep up to date with developments in technology
- ICT: proficient using Microsoft, Linux, McIntosh and IOS operation systems. Fully proficient with all *Microsoft Office software, Adobe Acrobat, Photoshop, SAP, Microsoft Expression Web 4*

RECENT WEB PORTFOLIO

- http://demo.jayinfotech.in/html/

  July 2014 – present

  Created framework in line with contracting company's requirements. Currently working with a team of marketing Officers and managers to develop contents/graphics. Also providing ad hoc and routine web maintenance.

- http://www.homestartredbridge.org.uk/

  Feb 2014 – Oct 2014

  Created new web design, text layout and narrative content. Added basic features to ensure maximum user accessibility.

- http://www.rcypn.org.uk

  Oct 2013 – present

  Worked to the completion of new website and added forms, calendar, migrated Access Database to MySQL to obtain better linking of website to database, added a search engine and various plug-ins, added online video player feature and linked website to major social networking websites. Provided ad hoc and routine maintenance and ongoing web support.

CAREER

Remote Web Developer

JAY Infotech, India   *July 2014 – Present*

Redeveloping the JAY Infotech website using *Microsoft Expression Web 4*, in line with client requirements. Writing cross-browser compliant *HTML, PHP, CSS* and *JavaScript*. Ensuring the presence of responsive user-friendly site features using *Fluid Grids* and *CSS Media Query*. Incorporating *WordPress CMS* and blogging features to enhance user experience. Developing a customized theme in line with given instructions. Installing and customising a range of plug-ins. Constant evaluation of keywords for proper SEO.

Web Developer

Home-Start Redbridge - Ilford, London   *Feb 2014 – Oct 2014*

Redeveloping the website for Home-Start Redbridge using *Microsoft Expression Web 4*. Establishing the purpose of the website based upon its target audience. Gathering of client requirements. Creating logos and banners for the website. Writing cross-browser compliant with *HTML, PHP, CSS* and *JavaScript*. Constant evaluation of keywords for proper Search Engine Optimization.

Web Developer and Administrator

Redbridge Children and Young People Network - Ilford, London   *Oct 2013 – Present*

Enhancing the existing RCYPN website using *Microsoft Expression Web 4* and *MySQL* Database. Developing and maintaining the front end functionality of the website. Gathering of client requirements. Writing cross-browser compliant with *HTML, PHP, CSS* and *JavaScript*. Constant evaluation of keywords for proper Search Engine Optimization. Planning the layout of the new database, organising the 'Find And Display' feature. Database migration from existing system to a *MySQL* Server. Conducting usability testing on both prototypes and live/development website. Deployment in the *LAMP* hosting server. Regular maintenance and update of the website and the database. Preparing and maintaining training *Excel* Spreadsheets. Performing day to day IT administrative tasks.

Private Computer Tutor

Self –Employed, UK   *Mar 2010 – Jun 2013*

Delivered training sessions on basic computing, including Computer Hardware, *MS Office*, and *MS Paint*, to individual and small groups of students. Provided advanced classes on *HTML, CSS, PHP, Microsoft Expression Web 4* and *Office FrontPage*. Ensured the inclusion of information on the appropriate use of the Internet and email.

SAP Consultant

ITC Infotech India Limited, Kolkata, India   *Jul 2005 – Jul 2009*

Part of a full-life cycle implementation project for **ITC** (one of the largest FMCG companies in India). Blue-printing, gathering client requirements and converting these into workable plans, for the customization and design of the software, including development and digital application testing. Providing post go-live support to the client. Designing and delivering Training programs to the new members of the Team and making use of virtual learning environments. Assisting with the short listing, interviewing and recruiting of new employees for the *SAP* XI team.

EDUCATION

Bachelor (Honours) degree in Information & Communication Technology

West Bengal University of Technology - Kolkata, India   *2001 – 2005*

High School Diploma (equivalent to GCE Advanced Subsidiary level)

West Bengal Council of Higher Secondary Education - Kolkata, India   *1999 – 2001*

Secondary School Diploma (equivalent to GCSE grades A* - C)

Council For the Indian School Certificate Examinations, New Delhi - Kolkata, India   *1987 – 1999*

ADDITIONAL INFORMATION

- **Awarded Gold Medal from West Bengal University for excellent academic performance**
- **Achieved Certificate of participation in SAP XI 3.0 Training (TBIT40) in 2006**

References Available Upon Request