

EDUCATION

Master of Computer Applications (MCA, Information Technology)

Integral University

2019 - 2021

Bachelor of Computer Applications (BCA, Computer Application)

Baba Saheb Bhim Rao Amedkar University, Lucknow

2016 - 2019

Senior Secondary XII

Pant Intermediate College Pali, Hardoi

(U.P. BOARD board)

Year of completion: 2016

Percentage: 68.00%

Secondary X

S.K.D Academy, Lucknow

(U.P. BOARD BOARD board)

Year of completion: 2012

Percentage: 59.50%

JOBS

Operations Support Analyst

Tera Clab solution Pvt Ltd,

Dwarka sector 12, Delhi

Apr 2022 - Nov 2023

Provided comprehensive operational support for Lythouse, a SaaS product focused on employee and women safety. Assisted in the development and implementation of standard operating procedures (SOPs) to streamline support processes and enhance efficiency.

INTERNSHIPS

UI/UX Designer

JDMRI School, Virtual

Jan 2022 - Mar 2022

POSITIONS OF RESPONSIBILITY

Highly motivated and skilled Operations Support Analyst with one year of experience in Tera Clab SaaS product, Lythouse. Demonstrated expertise in providing efficient and effective operational support for employee and women safety applications.

SKILLS

~~MS~~ Excel
Advanced

~~MS~~ Office
Advanced

Adobe XD
Intermediate

Adobe Photoshop
Advanced

Sketch
Intermediate

Adobe After Effects
Intermediate

~~MS~~ PowerPoint
Advanced

~~MS~~ Word
Advanced

UI & UX Design
Intermediate

Figma
Intermediate

Video Editing
Beginner

WORK SAMPLES

Behance portfolio link

<https://www.behance.net/jayantsaini>