Raghvendra Gupta

📞 +91 7355139746 ✉ raghvendra735513@gmail.com 🔗 LinkedIn: raghvendra-gupta904 | Github: raghvendragupta-904

Location: Rania Kanpur Dehat UP

OBJECTIVE

Enthusiastic professional with a strong foundation in computer applications and office management. Known for my problem-solving skills and attention to detail, I am eager to leverage my technical and organizational abilities in a dynamic office environment. Seeking to contribute to a team where I can support efficient workflows, optimize office processes, and deliver high-quality results.

EDUCATION

Bachelor of Computer Applications (BCA)	Signa Institute of Professional Studies, CSJM University, Kanpur 2024
Intermediate	UP Board 2021
High School	UP Board 2019

WORK EXPERIENCE

Teaching Assistant   July 2020 - August 2021
SRL Institute for Computer
- Assisted Students in learning Computer Skills.
- Supported instructors with classroom activities and lesson preparation.

Web Development Intern   April 2024
Company's Name: CODSOFT, OASIS INFOBYTE, OctaNet, Digital Bhem,
- Worked on front-end and back-end development using HTML, CSS, and JavaScript.
- Developed features for client websites and ensured responsive design across devices.

Content Writing Intern   Aug 2024
GAOTek Inc.
- Created and optimized content for various platforms to improve SEO and audience engagement.

Graphic Design Intern   Sep 2024
Rajamanickam Global Solutions Pvt. Ltd.
- Designed graphics for marketing materials, using tools like Adobe Photoshop And Canva

HR Manager Intern   Oct 2024
Lernx_Hiring24
- Assisted in recruitment processes, including screening and coordinating interviews.

TECHNICAL SKILLS

Programming Languages: HTML, CSS, JavaScript
Frameworks & Libraries: Bootstrap, React.js, Node.js, Angular
Databases: MongoDB
Tools: MS Office, Tally
Application Development: Experience in Android development (Java, XML)

CERTIFICATIONS

- Master Diploma in Computer Information & Skill Development (MDCISD)   May 2020

LANGUAGES

- English
- Hindi

OTHER SKILLS

- Problem Solving
- Quick Learner
- Teamwork Abilities