

# Curriculum-Vitae

## Sneha Perween

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## OBJECTIVE

To secure a challenging position in a reputable organization where I can enhance my skills, knowledge, and learning while contributing to the company's success. I aim to apply my technical and analytical abilities in a dynamic environment.

## QUALIFICATION

Course College	School Board	Board / Year	Percentage
SSC	Sardar Patel High School	BSEB/2021	63%
Diploma in Computer science Engineering	Jamia Polytechnic Akkalkuwa	MSBTE/2021- 24	73.26%

## SKILL

Frontend Development: HTML, CSS, JavaScript, React

Database & Backend: MySQL, PHP (Basic)

Office & Productivity Tools: Microsoft Office (Word, Excel, PowerPoint), Google Sheets, Emailing

Email Management: Professional emailing, bulk emailing, and formal communication

Data Handling: Google Sheets for data organization and analysis

Design & Documentation: Canva (Certificate Designing, Report Writing)

## WORK EXPERIENCE

### Web Developer | Software Service & Solution, Patna (3 Months)

- Developed and maintained web pages using **HTML, CSS, JavaScript, MySQL, PHP**.
- Worked on **Microsoft Office Suite (Excel, Word, PowerPoint, Emailing)** for project documentation and reporting.
- Managed **professional email communication** and client coordination.

### Internshala Student Partner (ISP) | Internshala

- Assisted students in understanding and accessing online courses.
- Managed professional email communications and outreach.

## ADDITIONAL WORK & EXPERIENCE

- Created and managed **Google Sheets** for data tracking and reporting.
- Designed **professional certificates using Canva** for various events.
- Composed and sent **formal emails** for official communications.

## PERSONAL DETAIL

Father's Name : Md Azad Alam

Marital Status : Unmarried

Date of Birth : 20/04/2004

Languages Proficient : English, Hindi,Urdu

## DECLARATION

I hereby declare that all the information mentioned above is true and correct to the best of my knowledge and belief.

Sneha Perween