

SUBARAT KUMAR

Phone: +91 9315392064 | [Email](#) | [GitHub](#) | [LinkedIn](#) | [Leetcode](#) |

SUMMARY

Aspiring Front-End Developer skilled in HTML, CSS, JavaScript, and React, aiming to build clean, responsive, and user-friendly web applications in a dynamic tech environment.

SKILLS

Front-end	HTML5, CSS3, JavaScript (ES6+) React.js Git & GitHub	Programming & DSA	C++ with STL Data Structures: Arrays Linked etc .
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WORK EXPERIENCE

Office Administrator (Part-Time) | July 2024 - July 2025

Konark Enterprises

- Managed daily billing operations and created customer-specific rate lists based on agreed pricing.
- Prepared estimates and pro forma invoices to ensure advance payments before product dispatch.
- Oversaw dispatch process: weighed cartons, coordinated with transport agencies, and generated eBay shipping bills.

HR- Record Keeper | Sept 2023 - Mar 2024

Richa Global Export Pvt. Ltd.

- Maintained employee records and performed daily employee verification.
- Entered and updated employee data in HR systems and ensured accuracy.
- Assisted in ESI generation and payroll account management.
- Helped resolve employee concerns by providing timely support and solutions.

ACADEMIC HISTORY

Indira Gandhi National Open University

Bachelor of Arts

- Currently pursuing
- Admission Year: 2022

Govt. Boys Sr. Sec. School | 2016-2022

Senior Secondary (12th)

- Jan 2016 - Dec 2022
- Percentage: 73.4%

PERSONAL INFORMATION

Father's Name :

Late Baidyanath Behera

Date of Birth :

27-09-2003

Current Address :

c-130 , Street no . 05 , Dass Garden Baprola Vihar
New Delhi - 110043