

GIRISH SUROJI

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SUMMARY

Seeking a responsible position in the field of computer science where I can contribute technical expertise, leadership capabilities, and analytical skills to support organizational objectives while continuously enhancing my professional development.

WORK EXPERIENCE

Web Designer / Developer | Team Lead

Jan 2024 - Present

Sunshell Digital Marketing Agency

- Managed end-to-end website development, content management, and maintenance using Wix and WordPress, aligned with business goals and timelines.
- Developed fully responsive, mobile-friendly websites with optimized UI/UX design to enhance user experience and engagement.
- Led and coordinated cross-functional teams, assigning tasks, tracking progress, and ensuring high-quality deliverables.
- Managed website content creation, updates, and optimization, ensuring accuracy, consistency, and SEO compliance.
- Implemented SEO best practices, including on-page SEO and content optimization, to improve organic traffic and search rankings.
- Created and managed professional email accounts, including email setup, configuration, and administration.
- Created, optimized, and managed Google Business Profiles (GMB) to strengthen local SEO and online visibility.
- Planned, executed, and optimized Google Ads (PPC) campaigns, including keyword research, ad creation, budget management, and performance analysis.
- Analyzed Google Ads and GMB performance metrics to improve conversion rates and ROI.
- Handled MSME (Udyam) registration, documentation, and updates in compliance with government guidelines.
- Managed domain registration, DNS configuration, hosting environments, deployments, backups, updates, and troubleshooting.
- Successfully managed multiple projects simultaneously while meeting tight deadlines.

Intern - Web Development

Aug 2022 - Oct 2022

DigitalDrop

- Learned and applied HTML, CSS, JavaScript, and Bootstrap to develop responsive web interfaces.
- Built and managed WordPress websites with a focus on usability and responsive design.

Apprentice — Maintenance Department

Aug 2019 - June 2020

Binani - Goa Glass Fibre

- Worked in the Maintenance Department supporting daily operational and technical activities.
 - Gained hands-on knowledge of industrial equipment including valves and cylinders.
 - Assisted in issuing work permits and maintaining records using SAP systems.
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EDUCATION

Bachelor of Engineering In Computer Science

Aug 2020 - Aug 2023

- Goa University - Shree Rayeshwar Institute of Engineering And Information Technology

ADDITIONAL INFORMATION

- **Technical Skills:** HTML, CSS, JavaScript, Bootstrap, WordPress, Wix, MySQL, PostgreSQL, Node.js, Express.js, REST APIs.
 - **Digital & Tools:** Google Business Listing (GMB), Google Ads, SEO, Hosting & Domain Management, Professional Email Creation & Management, Postman, Git, GitHub, VS Code, Canva, Figma
 - **Professional Skills:** UI/UX Design, Team Leadership, Content Management, E-commerce Design, Problem Solving
 - **Languages:** English, Konkani, Marathi, Hindi
 - **Certifications:** Basic Web Development, Udemy / YouAccel | SQL Using MySQL, Udemy
 - **Awards/Activities:** Awarded Best Performer twice for consistent performance and contribution to team success.
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WEBSITES AND SOCIAL LINKS

- **Linkedin:** www.linkedin.com/in/girish-suroji-22163b177
- **Github:** github.com/surojigirish
- **Portfolio:** surojigirish.github.io/Portfolio