# Shweta Dwivedi

Ravishankar Shukla Nagar Korba (C.G.) 8827117458 | shwetadwivedi810@gmail.com

## **Career Objective**

• Seeking a promising career that provides me an opportunity to apply and enhance current skills, acquire new one and contribute constructively to the Organization.

#### **Academic Credentials**

•	Chhatrapati Shivaji Institute of Technology, Durg Bachelor of Engineering Degree in Computer Science and Engineering Branch 70% aggregate	2020
•	UPCI Computer Education Advance Diploma in Accounting System Management 92%	2022
•	St. Vincent Pallotti School, Korba (CBSE Board) 10th 64%	2014
•	St. Vincent Pallotti School, Korba (CBSE Board) 12th 64%	2016

## Minor Projects & Internships

• I Interned with Policybazaar, Zomato for 4 months in total and Contributed to Projects like Gesture Controlled Robotic Arm and Leap Motion Controlled Robotic Arm. My Project work lasted for 2 months.

## **Vocational Trainings**

Sixth Semester

Organization: South Eastern Coalfields Limited (Korba)

Summary : Gain Practical knowledge of producing and marketing the planned quantity of coal and

coal products efficiently and economically in an eco-friendly manner with due regard

to safety, conservation and quality.

Fourth Semester

Organization: Employee Development Centre N.T.P.C. Korba.

Summary : Gain Practical knowledge on Power Plant familiarization covering Boiler, Turbine, CHP,

Switchyard and Off Site areas through theoretical sessions as well as Plant visits.

### **Skills**

- · Technical: HTML, CSS, Bootstrap.
- · Designing: Canva (banner, image designing)
- Accounts: Introduction to accounting, Tally ERP & Tally prime, Service organization with GST, Inventory management with GST, Manufacturing with GST, Taxation system, Financial management.
- · Professional: Persistent, Positive thinker.

### **Achievements And Extra Co-Curricular Activities**

- Earned Excellence award for Crafting Competition and Exhibition Management in School.
- Scored 93.24 percentile in Elitmus pH Test.
- Did Specialization on CYBER SECURITY Analyst.

## **IT Proficiency**

- Microsoft Office Word, Microsoft Office Excel, Microsoft Office Powerpoint.
- · Internet Browsing.

# **Professional Experience**

- Worked as WEB DEVELOPER in JIFSA EDUCATION AND TECHNICAL SERVICES PRIVATE LIMITED Korba, from (01-03-2021 - 27-04-2022)
- At present, working in Resource Pro (Bangalore)

## **Personal Details**

- Date of Birth: 22/12/1998
- Father's Name & Occupation : Mr. Vijay Dwivedi (Govt. Employee).
- Mother's Name & Occupation: Mrs. Sarita Dwivedi (Housewife).
- · Languages Known: Hindi, English.
- Hobbies : Crafting, Singing, Cooking, Yoga and meditation.
- Strength: Adaptive, Responsible, Team work, Leadership.

## Declaration

• I do, hereby declare that the information given above is true to best of my knowledge and belief. I shall be grateful to you, if a chance is given to me to serve your esteemed organization under your kind control.