Curriculum Vitae

**SAKSHI DUTTA (D.O.B-19 Sep 1991)**

# Objective: -

I am seeking a competitive and challenging environment, where I can serve the organization, and I want to be a part of its success, growth and accomplishment.

# Educational Qualifications:

* SSC – C.B.S.E. Board Delhi (2008)
* HSC – N.I.O.S, Delhi (PCB)(2010)
* Diploma in Computer Science- From Global institute information and technology (2012-2014)
* Bachelor of Science (PCB)– From Arni University (2015-2018)

# Work Experience: -

**OFFICE ADMINISTRATOR**

**ACE CAMPUS (6 May 2019 to 24 July 20**20)

* **Administer and maintain daily front office operations,**
* **Including greeting clients, responding to phone calls.**
* **Developed and implemented a well - organized filling system**
* **Data Basic management**

**Junior Web Designer**

**Revant Web Solution (24 Nov 2016 to 20 Mar 2019)**

* **Drive the Creation for compelling wedsites , landing pages micro sites.**
* **Building new features, ensuring consistent and compelling visual style & create graphics, user interfaces, style sheets templates.**
* **Generating analytical reporting communicating with technical support as needed.**
* **Working collaboratively with other web designers and technical staff.**

# Strengths: -

**Hardworking** - The job prescribed to me is always done to perfection.

**Confidence** - Have the ability to convince the customer.

**Punctuality** - I am punctual as I value the importance of time, .I try and improve my performance with new knowledge.

# Other skills: -

* Strong communication skills.
* Problem analysis and problem solving.
* Organization skills and customer service orientation.
* Adaptability and ability to work under pressure.

# Interests: -

* Art and craft
* Travelling

# Languages known: -

* English
* Hindi