

SHREYA JOTANA

To obtain an entry-level position in the IT field where I can utilize my education to contribute to company's operations.

- : 7043780273



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:D/23 Uttar Gujarat Bahuchar Vijay society,
Oop sharda vidhya mandir school, b/h Mony
hotel, isanpur, Ahmedabad-382443

SKILL SET:

● Hard Skills:

Education	Institution & Board	Month/Year	Percentage/CGPA
MSc(IT)	GLS University	April 2019	6.9 CGPA
PGDCA	GLS University	July 2017	7.76CGPA
BSc(Mathematics)	Gujarat University	May 2016	68%
HSC	Gujarat Board	April 2013	52%
SSC	Gujarat Board	March 2011	72%



Soft Skills:

- **Work Experience: Solid System Global Pvt. Ltd.**
Solid Tech India Pvt. Ltd. Ahmedadabad 20 May 2019 - Continue

WWS(Wipro Warranty Support) Project :20 May 2019 – 10 Feb-2020

- » Worked as Back office Executive in WWS Project.
- » Maintaining employee files as to ensure accuracy and compliance
- » Coordinating all employee incentive programs
- » Maintaining new hire, employee, and absentee reports (weekly, bi-weekly, or monthly)
- » Maintaining monthly Attendance, Vouchers (Conveyance allowance, Travel allowance).
- » Assisting with the performance review and termination processes

RMS (Resources Management System) Vertical:

10 Feb 2020 – continue

- » Working on three Projects **TCS-Siemens** ,**TCS-Indus** and **WWS**
- » Working alongside employment agencies and search firms.
- » Providing company information and job opportunities to potential candidates.
- » Recruit employee through online job portal (Times Job, Monster).
- » Taking first level interviews.
- » Hiring employees all across India.
- » Maintains Monthly attendance preparing data for Employee's attendance + claim on monthly basis.
- » Maintains employees plan leave and Emergency leaves.
- » Daily Coordinate with Engineers.

- » Arranging Meeting for Engineers and Manager.
- » Daily attend meeting with TCS Managers and discuss about engineer's Performance.
- » Coordinate engineers for different activity (Wall to Wall).
- » Sharing Monthly Salary Slip and yearly insurance card proactively.
- » Sharing joining kit for new employees. Creating company domain mail id, providing company's ID card.

➤ **Web Developer(Internship)**

TechFlake Solution, Ahmedabad 10 Dec 2018-20 Mar 2019

- » Responsible for working on a range of projects, designing appealing websites and interacting on a daily basis with web designers, front-end developers and WordPress developers.
- » Developing and maintaining the front end functionality of websites.
- » Creating logos, banners and buttons for websites.
- » Developing websites that have a consistent feel and look throughout all web properties.
- » Participating in discussions with clients to clarify what they want.

➤ **Computer Skills & Language:**

- » Operating System: Windows (XP, 7, 8, 10), UBUNTU, MAC OS.
- » Languages: CSS3, HTML5 & BOOTSTRAP ,WORDPRESS,PHOTOSHOP
Basic Knowledge of ReactJS, JQuery, Wireframes
- » Got certified by Cambridge English Language Assessment in **Scope**
- » Certificated awarded an Institute Accredited by **DOEACC** Society ,Mini.of I.T. Govt.Of India for the Course on Computer Concepts(**CCC**)
- » Got certificate for attending 3 days workshop of Basic programming using **python** from FOSSEE project, **IIT-Bombay**

➤ **Proactive & Initiative:**

- » Won several prizes in sports in different categories.

➤ **Communications & Presentation skills:**

- » Got certify the course on professional communications competencies, organised by GLS university.

➤ **Organising Skills:**

- » Coordinated "Youth Festival at our college in the year 2014.

★ Achievements:

- » Listed in **Top 10 Rank** in the Last year of MSc(IT) from **GLS University**
- » Received certificate from prime minister of India **Mr. Narendra Modi** for Skit (Drama) presentation during the kankariya carnival at Ahmedabad.

👨‍💻 **PROJECT WORK:**

1] AADI-AUSHADHI (04/2017)

Title: Aadi-Aushadhi

Front End: PHP

Back End: My SQL

Other Tools: Microsoft Visio 2016

SciteTextEditor

Mozilla Firefox Web Browser

Profile: The aim of the project is to promote the socioeconomic development of the Vasavas and to protect their traditional knowledge of medicinal plants.

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2] Railway Level Gate Control (5/2018)

Title: Rail Gate

Tools & Technology: Raspberry Pi Programs of python, Android studio

Profile: The project is designed to achieve control over the railway level crossing gate through Microcontroller Raspberry pi by android devices.

3] Esafar Holidays (1/2019)

Title: Esafar Holidays

Tools & Technology: WordPress , MySQL & Plugins

Profile: The project is designed to Travel Web site to different tour packages online book tour in different country.

STRENGTHS:

- » “Learning” Attitude
- » Pressure withstanding ability
- » Always Energetic
- » Adaptability
- » Punctual

HOBBIES:

- » Listening Music 
- » To know advancement of technology 
- » Painting (Art & Craft) 
- » Travelling 

Date of Birth:

2nd November 1995