Anisha Gupta

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Core Skills

Soft Skills : Communication Skills, Planning & Project Management, Critical Thinking, Time Management, Adaptability, Risk & Resource Management, Organizational Skills.
Technologies : Agile Methodologies, SDLC, HTML, CSS, JavaScript, API Integration, Front End Development.
Frameworks/Libraries: ReactJS, Vue, Material UI, Bootstrap, Tailwind CSS, Ant Design, etc.
Tools/Utilities: Axios, UI/UX Development, Github, MS Office Suite, MS Projects, JIRA, Trello, Notion, etc.

Experience

Kratikal Tech Pvt Ltd
Project Coordinator

Oct 2022 – Dec 2024
Noida ,India

- Assist with project operations by collecting, analyzing, and reporting data to support decision-making.
- Maintain clear communication and strong relationships with clients and internal stakeholders to ensure smooth project execution.
- Contribute to enhancing project coordination practices through continuous improvement efforts.
- Keep project documentation up to date, including Minutes of Meetings (MoM) and relevant reports.
- Coordinate Project tasks, track progress, and manage timelines to meet project milestones.
- Create and deliver MIS reports and performance dashboards to track and communicate project status.

GKM IT Pvt Ltd
Frontend Engineer

Oct 2021 – July 2022
Rajasthan ,India

- Worked with the team to develop web applications using the MERN Stack.
- Effectively managed stakeholders by providing regular project updates and maintaining clear communication.
- Fostered collaboration with cross-functional teams to ensure smooth project execution with quality assured.
- Monitored team progress and generated detailed progress reports to keep all stakeholders aligned.
- Adhered to project timelines and delivered milestones on schedule.

Clover Bay Technologies Pvt Ltd
Associate FrontEnd Development Engineer

Aug 2020 – Oct 2021
Bengaluru ,India

- Ecommerce Website Development : Extensive involvement in project
- Admin Dashboards : Key role in development
- Client and Stakeholder Interactions : Facilitated frequent communication
- Feature Requirements : Ensured accurate fulfillment of client needs

Viewoo Labs Pvt Ltd
Internship

Apr 2020 – Jul 2020
Bengaluru ,India

- Creation of dashboards using HTML, CSS, Bootstrap, ReactJS, JavaScript, etc.
- Expertise in front end development for visually appealing interfaces
- Implementation of responsive design for optimal viewing on various devices
- Ensured cross-browser compatibility
- Utilization of version control systems like Git

Education

Uttarakhand Technical University
Bachelor of Technology in Computer Science
Cumulative Percentage : 72.6%

2016 – 2020
Dehradun, India

Young Stream Academy Inter College
Intermediate (11+12)
Cumulative Percentage : 93.4%

2012 – 2014
Uttarpradesh, India

Courses

Project Management	**May 2022 – May 2022**
Communication Management	**Jun 2022 – Jun 2022**
Project Managemen	**Jul 2022 – Jul 2022**