

Babita Singh



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Powai mumbai

PROFILE

Back office coordinator with 2 years of experience. in managing company websites . I am also working as freelancing web developer .

WORK EXPERIENCE

BACK OFFICE COORDINATOR

prabhat engineering Company | Jan 2018- Sept 2020

Responsibilities

- Listing products on E commerce website Amazon
- Managing stocks of the products & processing orders
- Creating & managing content , maintaining company Website Pages
- Developed a social media strategy to increase the following of the company website
- Collecting quotations from various vendors ; negotiating the prices ; other terms & conditions.

PROFESSIONAL SKILLS

- Wordpress
- HTML CSS
- Javascript
- SQL
- Bootstrap basic
- java
- PHP
- photoshop

PERSONAL SKILLS

Live Sketching
Travelling
Reading books

EDUCATION

BACHELOR OF SCIENCE, MAJOR IN COMPUTER SCIENCE
K.j Somaiya College of Science & Commerce | 2014 - 2017
CGPA 6.5

H.S.C - MAHARASHTRA BOARD
Ramniranjan Jhunjhunwala College | 2014
CGPA 7.2

S.S.C - MAHARASHTRA BOARD
Manav Vikas School | 2012
CGPA > 8.5

PERSONAL SKILLS

- Creative spirit
- Reliable and professional
- Organized
- Time management
- Team player
- Fast learner
- Motivated

ACHIEVEMENTS

- Did Martial Arts training from women self defense center.
- Core team Member in Departmental Fest 'AGILE'.
- Team handling and directing as per the instruction given
- Participated in Quiz ,Speech Competition at School level.
- won award for getting highest marks in math subject

PROJECTS

- Online T-shirt Design e-commerce : Software Asp.net language VB.net
- Tic Tok Toe using c++ in 1st year
- www.kamaltiararchitects.com - In wordpress through elementor.

ABOUT ME

DOB 21/03/1996
Nationality Indian
marital status Unmarried
Languages Hindi , English