

# AMIT KUMAR

I'm graduate in Bachelor of Commerce from IGNOU, Detail-oriented and disciplined graduate with hands-on experience in back-office operations, form filling, and data handling. Skilled in managing online application forms, document verification, OTP coordination, and maintaining accurate records. Also familiar with basic website support and content updates. Seeking a stable, structured role in an office or coaching-institute environment where consistency, accuracy, and reliability are valued.

## PERSONAL DATA

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## WORK EXPERIENCE

DEC 2022 - JAN 2024	<p>React Js Developer at Digi Interact Pvt. Ltd.</p> <ol style="list-style-type: none"><li>1. In the initial phase, I engaged in the development of website pages through the utilization of HTML and CSS. Following this, I progressed to adopting React.js as my framework.</li><li>2. Made custom pages using HTML CSS on WordPress.</li><li>3. Developed websites using React.Js, employing functional components for enhanced user experiences.</li></ol>
MAR 2019 - OCT 2022	<p>Operation Executive at Setindiabiz</p> <ol style="list-style-type: none"><li>1. Work was to formation of different companies in MCA Portal, providing them License ie. GST License, Import/Export, MSME.</li><li>2. Co-ordiante with clients regarding documnts related problems, if query raised revert them accordingly.</li><li>3. Verification of documents regarding filling related like AAD-HAR, PAN, recent utility bill or any prior license client holds.</li><li>4. Developed operational processes to help organization adapt to market change.</li></ol>
FEB 2021- FEB 2022	<p>Formatter at IIT Bombay, Mumbai (WFH) <i>Document Formatting</i></p> <p>Did an Internship at IIT Bomaby at a post of documents formatters, Where my work is to Re-edit old books Resize Font size, color, heading paragraph over open source web application Overleaf.</p>

## EDUCATION

DEC 2017 - 2020 : Bachelor of Commerce ,  
**Indira Gandhi Open University, Delhi**

## TECHNICAL SKILLS

GOOGLE SHEETS, CSS, HTML, JAVASCRIPT, MONGO DB, REACT.JS  
familiar with Elementor page builder, Wordpress

## PERSONAL INFORMATION

DATE OF BIRTH : 21-06-1996  
SEX : Male  
STATUS : Single  
NATIONALITY : Indian  
STRENGTH : Optimistic, Punctual, Hard Working