


VISHAL NARAYAN KOLI

Front-End Developer | Back Office Executive

 Navi Mumbai, 400614, India

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 vkb27@outlook.com / vkb0503@yahoo.com

Career Objective

Diligent Front-End Developer with 2 years of experience in administrative roles, seeking to transition skills into web development. Proficient in maintaining accurate records, effective communication, and seamless office operations. Eager to leverage technical skills and attention to detail to create engaging and user-friendly web experiences.

Work Experience :

Back Office Executive

Adhunik Engineering Company | Navi Mumbai, India | 01/2021 - 01/2023

Streamlined administrative and clerical tasks, enhancing office efficiency.

Maintained meticulous records, documentation, and data entry for accuracy.

Facilitated internal coordination and communication, fostering a collaborative work environment.

Supported daily office operations, ensuring seamless functioning of business processes.

Education:

Higher Secondary Certificate (HSC)

Peoples Education Department | CBD Belapur, India | 2020 - 2022

Secondary School Certificate (SSC)

Vidya Prasarak High School | CBD Belapur, India | 2015 - 2020

Certifications :

MSCIT A+ – Basic Computer Certification

Technical & Interpersonal Skills

Front-End Development:

HTML, CSS, JavaScript

SEO-friendly HTML & CMS

Administrative & Managerial:

Basic Computer Operations

Office Tools & Documentation

Coordination & Task Management

Discipline & Responsibility

Soft Skills:

Communication & Teamwork

Attention to Detail

Problem-Solving

Languages :

English – Proficient

Hindi – Fluent

Marathi – Native

Hobbies & Interests:

Cricket & Kabaddi (Indoor & Outdoor)

Drawing & Sketching

Listening to Music

Personal Details:

Date of Birth: 27th September 2001

Marital Status: Single

Nationality: Indian

Father's Name: Narayan Naresh Koli

Declaration

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

 Place: Mumbai  Date: _____