

Amber Dangra

Software Engineer | IT Administrator

 <https://www.linkedin.com/in/amberdangra/>

Diligent, Confident, Proactive individual Committed to take on new challenges with a Determination to succeed and seek professional growth.

WORK EXPERIENCE

Novigo Solutions [IT Administrator] 2019-2024

- Providing administrative support to IT department staff.
- Assisting with software installations and updates.
- Managing IT inventory and asset tracking.
- Managing schedules, calendars, and appointments.
- Handling incoming calls, emails, and correspondence.
- Organizing and maintaining office files and records.
- Coordinating meetings, conferences, and events.
- Providing general administrative support to teams and managers.
- Performing data entry and maintaining databases
- Inputting, updating, and maintaining accurate data into computer systems or databases.
- Verifying data for accuracy and completeness.
- Organizing and sorting data before entering it into databases.
- Creating and updating spreadsheets and reports as needed.
- Ensuring data security and confidentiality.
- Performing regular data backups to prevent data loss.
- Assisting with data cleanup and quality assurance processes.
- Collaborating with team members to ensure smooth data management operations.
- Managing and organizing office files, documents, and records
- Scheduling appointments, meetings, and conferences
- Answering and directing phone calls and emails
- Providing excellent customer service and support
- Assisting in organizing and maintaining IT documentation and files.
- Coordinating IT projects and tracking progress.
- Internship on Working with Python [1 month Online]

COURSES DONE - WITH CERTIFICATIONS


- MASTER IN EXCEL
- WEB DEVELOPMENT
- PROGRAMMING COURSES ON JAVA,PYTHON,SQL, HTML,CSS
- SOCIAL MEDIA MARKETING
- SOFTWARE TESTING FOUNDATIONS



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EDUCATION

SAHYADRI COLLEGE OF ENGINEERING AND MANAGEMENT (2017-2021)

- BACHELORS IN COMPUTER SCIENCE, 8.9 GPA

SKILLS

- Communication
- Collaboration
- Public Speaking
- Mentoring
- Time Management
- Proactive, diligent
- MS EXCEL, WORD, POWERPOINT
- JAVA, PYTHON, HTML, CSS, SQL
- Active Listening
- Adaptive
- Leadership
- Emotional Intelligence
- Problem Solving
- Decision Making
- Patient, Polite, Soft Spoken

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Kannada (Basic)