

RESUME

Name : HIMANI PRAJAPATI
Qualification : Diploma in computer engineering
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SKILLS:

- Advanced knowledge of HTML5, HTML Frameworks (Bootstrap and Foundation Zurb) CSS, Java Script, jQuery, Word press.
- Core Knowledge of PHP, ASP.Net, C#, C++, MySql, SQL Server.
- Digital Marketing (Email Marketing, SMS Marketing and Social Media Marketing)
- Search Engine Optimization (SEO), Google Analytics (GA) and Google Tag Manager (GTM).

WORKING EXPERIENCE:

- **ACE Hardware, AL Futtaim Company LLC. (By. Master Group), DFC, DUBAI. Designation: E-commerce Administrator, Tenure for Two Moths**

Responsibilities:

- Add/update content for the site including product images, as well as any industry or vendor specific data sheets.
- Create new image of products that are unavailable through current vendor resources. Web scraping for unavailable products.
- Provide ongoing assistance to studio as needs arise.

- **Dusk Tourism, Dubai, Designation: Visa Filing clerk for Three Months.**

Responsibilities:

- Would be responsible for filing processing Tourist Visas.
- Coordination with clients.
- Must ensure that all the information provided by the client is accurate, while preparing and checking all documents.

- **Anthesis Technology, Gandhinagar (INDIA)
Designation: Web, PHP, Word Press Developer, and Tenure from Feb 2019 to Feb 2020**

Responsibilities:

- Develop user friendly and maintaining the front-end functionality of websites.
- Writing cross-browser compliant HTML, CSS & JavaScript.
- Develop new modules according to the products like Flights offers, Hotel / Staycation Deals, Holiday Packages, Cruise and Special offers also lot more SEO pages have created.
- Manage FTP and Google Cloud Storage for production and deployment of all web pages on the website.
- Determine website offer pages that perform the best in terms of search engine optimization.
- Optimize website's exposure through the analysis of patterns; recommend changes as and when needed for website improvement, increased responsiveness and search engine optimization.
- Monitor and manage the performance, stability and reliability of website.
- Digital Marketing - Email / SMS Marketing – Manage email/SMS send out to customers and manage the mailer database.
- Creating Email Template from PSD to HTML.
- Create Enquiry form for each offer with third party tool, manage all enquiry forms and integration with Google Sheet.

- **L.G Finance Service, Ahmedabad (India), Designation: Receptionist Cum Admin, Tenure: from January 2015 - Aug 2017**

Responsibilities:

- Design the Website Template (Multipage, Single page) for Ecommerce site, Information site, Portfolios, Work Profile, Personal site using Photoshop and Illustrator.
- Meet, greet and assist guests, visitors, and members with directions or any appropriate information that they need while maintaining a high level of confidentiality, and concurrently ensure that reception runs smoothly and effectively.
- Manage the switchboard; screen and determine the purpose of callers, and forward calls to appropriate personnel and departments.
- Provide basic and accurate information in-person and via phone/email.
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Deal with incoming/outgoing post and couriers quickly and efficiently.
- Markets services by asking for referrals from current clients; meeting prospects at community functions; responding to inquiries; developing promotions; presenting financial planning seminars
- Develops financial strategies by guiding client to establish financial goals; matching goals to situation with appropriate financial plans
- Monitors clients' financial situation by tracking changes in wealth and life circumstances; analysing financial plan results; identifying and evaluating new financial strategies; recommending changes in goals and plan
- Updates job knowledge by tracking financial markets, general economic conditions, and new financial products; participating in educational opportunities; reading professional and technical publications; maintaining personal networks; participating in professional organizations.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments
- As per client's requirements in pdf format files & uploading client-server

EDUCATIONAL QUALIFICATION:

- Diploma in computer March 2014 Gujarat University with 63.70% **First Class**.
- Passed **SSC** in March 2011 from GSEB Gujarat with **80.20%**.

PERSONAL DETAILS:

DOB : 13-11-1995
Gender : Female
Marital Status : Married
Languages Known : English, Hindi, Gujarati
Nationality : Indian
Visa status : Husband Visa

I hereby declare that the above written are true to the best of my knowledge and belief.

Place: Dubai

Himani Prajapati