

Harshita Gupta

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Objective

"A web developer and digital marketer with a strong foundation in SEO, social media, and responsive design. Looking to join a forward-thinking team where I can deliver value through smart design and marketing strategies."

Education

Pursuing BCA – Indira Gandhi National Open University
B.A. – Ramanujan College, Delhi University
10 th & 12th Grade – Government Girls Senior Secondary School No. 1, CBSE

Work Experience

The Lifestyle Clinic

Web Developer & Clinic Manager | 2 Years

- Designed and maintained the clinic's website for appointment booking and information display.
- Managed day-to-day clinic operations including scheduling, patient records, and staff coordination.
- Handled customer queries and ensured a smooth patient experience.
- Implemented digital tools to streamline clinic workflow

AJC (A Jabbar Contractor)

Digital Marketing Executive & Web Developer | Current Position

- Developing and managing responsive websites.
- Creating SEO-friendly content and managing online campaigns.
- Handling social media marketing and Google Ads.
- Analyzing website performance and implementing improvements.

Skills

- **Programming Languages:** HTML | CSS | JavaScript | PHP
- **CMS:** WordPress (Elementor, WooCommerce)
- **Digital Marketing:** SEO | Social Media Marketing
- **Tools:** Canva | Photoshop | MS Word | MS Excel | GitHub

Strenght

- Client Coordination
- Time Management
- Creative Problem Solving
- Communication & Team Management

Language

- Hindi
- English

Declaration

"I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I take full responsibility for the accuracy of the details mentioned and am aware that any misrepresentation may lead to the rejection of my application or termination of employment."

Date: _____

Place: _____