EKLAVYA SHARMA

PORTFOLIO
https://sharmaeklavya.
netlify.app/

GITHUB PROFILE
https://github.com/sha
rmaeklavya

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TECHNICAL SKILLS
MERN Stack
HTML, CSS, JavaScript
ReactJS, NodeJS,
Express-JS
MongoDB
Bootstrap
Tailwind CSS
GitHub
Social Media Tools

CERTIFICATION
Zen Class from GUVI
(IIT Madras) – 2021

HCL Certified Software
Engineer (.NET) – 2013

EDUCATION
Pursuing MBA (ITSM) –
2022

Bachelor's Degree in
Arts – 2012

ADDRESS
Plot No. 160-161, Vipin
Garden, Delhi 110059,
India

DATE OF BIRTH
12th August 1989

SUMMARY

Results-driven web technology student, passionate about developing user-friendly software applications. Excellent problem-solving skills and ability to perform well in a team. Seeking to help the organization develop their product as a software developer, as well as grow and develop my own skills as a coder.

WEB PROJECTS

Invoice - App

- Built with MERN Stack with user authentication.
- Invoice has three level of user access - Admin, Manager and Executive. These users have different level of privileges. Where Admin can create, update, view and delete, managers can create, update and view, followed by executives who can only create and view.

Deployment Link: https://proj-invoice.netlify.app/

Delivery - App

- Built with ReactJS + Redux, Express JS, MongoDB and Bootstrap CSS with user authentication.
- It is a Pizza Delivery Application aimed at Users who like to do order online. Users can add, remove their favourite meals in the cart, pay and place the order. Users can also review their past orders.

Deployment Link: https://proj-delivery.herokuapp.com/

WORK EXPERIENCE

Teaching Facilitator   **Shorelight Education**   **since Aug 2020**
Project: Shorelight Live
Day-to-day delivery & teacher-focused support for Shorelight Live Lectures. Provide Live Lecture technical support (hardware and software). Assist faculties by joining the live videoconference and interacting directly with faculty during class sessions.

- Technology Support and Relationship Management
- Log-in and launch in advance of live lecture Zoom sessions; Monitoring of lectures as assigned
- Troubleshoot audio/ video technical issues
- Trouble short browser-based software and learning management system
- Build Confidence in faculty about Shorelight's technology and support
- Help facilitate a learning experience for faculty and students that is positive and professional
- Help facilitate a technology experience for faculty with a goal of 100% teaching time of class sessions.

Program Manager   **Leap Skills Pvt. Ltd**   **Feb 2020 to July 2020**
Project: EEE (English, Employability Entrepreneurship) program of Uttarakhand Government.
- Regular Monitoring of training centers to ensure quality execution.
- Working closely with the product and quality team for exchanging insights.

- Meeting with external stakeholders (college authorities, project clients, government partners) to have clear communication and transparency regarding the project.
- Understanding of data analysis, ensuring goals are met in areas including client satisfaction, quality and team member performance.
- Analyzing program risks, implementing and managing changes and interventions to ensure project goals are achieved.

Asst. Manager   **Sum Drishti Education Society**   **Dec 2017 to Jan 2020**

Projects: Nai Manzil, Nai Roshni, Seekho aur Kamao of Ministry of Minority Affairs; Ministry of Skill Development & Entrepreneurship PMKVY State and Central Component, RPL; DDU-GKY, NULM, Uttrakhand Workforce and other state-sponsored programs

- Conduct Baseline Surveys and awareness campaigns.
- Identification, motivation mobilization and selection of suitable beneficiaries.
- Identify training needs and establish new training centres in coordination with district administration.
- Ensure proper implementation of the project and continuous technical up-gradation of the programmes.
- Establishments, monitoring and connecting SHGs with the Industry experts
- Liaison with the government departments and other stakeholders.
- Overall management and execution of the projects
- Monitoring and record maintaining of program status.
- Track project timelines to ensure that deliverables are met or exceeded.

I have also contributed to the content development and course curriculums for LMS. I have had many interactions with the beneficiaries. Working at the grass-root level helped me to identify their problems and observe them closely.

Associate Programs   **Parivartan Education**   **Aug 2011 to Nov 2012**

Projects: Modular Employable Skills (MES), DGE&T, Ministry of Skill Development & Entrepreneurship, Ministry of Minority Affairs, RPL, Uttarakhand Workforce

Implemented new office methods and procedures to ensure accuracy and efficiency. Ensured accurate maintenance of office records, manuals and documents keeping abreast of new policies and procedures.

Highlights:
- Developed and printed training awareness material.
- Prepared MIS and maintained training and SHGs development records.
- Assisted my supervisor in the day-to-day task.
- Made phone calls to training centres for training status.
- Made random calls to beneficiaries for feedback and suggestions.
- Centre profiling and submit reports.

I have handled multifaceted tasks (e.g., data entry, filing, records management) as the assistant and admissions offices. Coordinated course arrangements, maintained database, and ensured the delivery of premium service to beneficiaries. Quickly became a trusted assistant known for "can-do" attitude, flexibility, and high-quality work - Ability to multitask.