# GOVIND SHARMA - Immediate Joiner

# (WordPress / Website Management / Web Hosting Management)

# Website / online portfolio: <https://govindsharma79.com> Email: govsharm@gmail.com | Mob.: +91 8209357958

**EDUCATION**

# Rajasthan University, Jaipur, Rajasthan, India July 1999- May 2004

Candidate for Bachelor of Arts

Relevant coursework: Web Development, Client-side scripting, Web architecture

# PROFESSIONAL EXPERIENCE

**Freelancing Oct 2022 to Present**

* C-panel, Kinsta Webhosting Support and Management
* Website Design and Development
* WordPress content management and WooCommerce
* SEO
* Payment gateways, PayPal, Charge Bee, HubSpot
* **Google Tag Manager, GA, Data Studio, Google Search Console**

**Cedar Management Consulting International, LLC, Mumbai, India Dec 2020 - Oct 2022**

*Webmaster*

* Develop and recommend policies, workflows, and content authoring guidelines for web content development, implementation, and maintenance.
* Create and optimize our web project management, hitting deadlines and maintaining the highest standards of quality web development
* Manage and coordinate with the MNA team to implement content updates and work on SEO strategies.
* Knowledge of Google Tag Manager (or similar tag management systems).
* Have a working knowledge of how to integrate Marketing Automation Platforms, such as Hubspot, MailChimp, and Monday.com into a website.
* Working knowledge of using search analytics and reporting tools.
* Determining new development requirements for company websites.
* Building and testing aesthetic, functional, and mobile responsive landing pages for in-house events.
* Coordinating with designers, content providers, and management or business owners.
* Implementing and ensuring website security and data protection
* Maintaining, updating, and optimizing servers.
* Monitoring and analyzing site performance with the help of Google analytics, and Google search console.
* Knowledge of subscription management portals like Charge Bee.
* Creating Monthly, Quarterly, and Yearly marketing website reports using Google Data Studio.
* Google search console, Google Analytics, Google Ads, HubSpot, Hot Jar, and other tracking portals.
* Maintaining and Updating website content and reviewing SEO.

# Capgemini India Pvt. Ltd, Mumbai, India Dec 2010- Dec 2020

*Senior Consultant*

* Responsive Website Development
* Cross-browser-related issues
* Admin Dashboard development using bootstrap.
* Fronted development using bootstrap.
* HTML Integration in Angular 6
* WordPress Content management.
* Cross-browser-related issues
* WordPress Theme related issues fixing.
* PSD to HTML5 development in bootstrap framework.
* HTML pages Integration in Drupal theme.
* I worked on JIRA tool as bug tracking and issue tracking
* I worked on ServiceNow for change request, incident management

# Dot Squares Pvt. Ltd, Jaipur, India Aug 2010- Dec 2010

*Sr. Web Designer*

* Responsive Website Development.
* Cross browser-related issues.
* Fronted development using bootstrap.
* WordPress Content management.
* Cross browser-related issues.
* PSD to HTML5 development in bootstrap framework.
* Graphic Design, Banners, Template Design.

**PROJECTS**

*WordPress Portfolio (WooCommerce & Elementor)*

* [**https://ibsintelligence.com/**](https://ibsintelligence.com/)
* [**https://ckthemes.com/splash/flipmart/**](https://ckthemes.com/flipmart-elementor/)
* [**https://ckthemes.com/boson/**](https://ckthemes.com/boson/)
* [**https://wpmts.com/samu/**](https://wpmts.com/samu/)

*I worked on the following Drupal Project*

* [**http://www.parcelforce.com/**](http://www.parcelforce.com/)
* [**http://www.royalmail.com/**](http://www.royalmail.com/)
* [**http://www.royalmailgroup.com/**](http://www.royalmailgroup.com/)

I have very good working knowledge in Photoshop, Adobe XD, on-page SEO, Google Analytics

# SKILLS

*Hard Skills*

* **Primary: WordPress, Bootstrap, HTML, CSS, WooCommerce**
* **Working Knowledge: React JS, Restful API, PHP, Angular Material, Angular**
* **Secondary: Photoshop, Adobe XD:**
* **Content management systems- WordPress, Drupal**
* Version Control- Git, SVN
* WP Page Builder: **Elementor**, wp bakery
* AWS WordPress Migration / Integration
* Hosting: cPanel hosting management.
* Hosting: Kinsta web hosting.
* SEO: Google Webmaster, On page Optimization, Website Management
* **Google Tag Manager, GA, Data Studio, Google Search Console**

*Soft Skills*

* Problem-solving
* Risk management
* Design thinking
* Active listening
* Interpersonal communication
* Time management

# CERTIFICATIONS

* Pursuing AWS practitioner certificate
* Certified Usability Analyst (CUA) from HFI
* Web Design Diploma from STG Institute, Jaipur
* Understanding UXD + Information Architecture, Interaction Design, UI Visualization, and Usability Best Practices from Design Incubator, Mumbai