

# NITIN KUMAR

Data & IT Operations | Frontend Developer | AI-Augmented Designer

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Portfolio: [nitin.eshikshatrack.com](http://nitin.eshikshatrack.com) LinkedIn: [linkedin.com/in/ernitinkumar](https://linkedin.com/in/ernitinkumar) Badges: [credly.com/u/nitin-kumar-rock](https://credly.com/u/nitin-kumar-rock)

Loc: Ghorasahan, East Champaran, Bihar Avail: Immediate | Remote & On-site

Target: Data Entry / IT Operations | MIS Executive | Frontend Developer

Open to Work



## CAREER OBJECTIVE

Detail-oriented Data Entry & IT Operations professional (Age 18) seeking full-time role in Data Management, MIS Operations, or IT Support. Expert in data verification, report generation, process automation & AI-powered workflows. 16 Cisco certifications. Available immediately.

## CORE COMPETENCIES

Data Entry & Verification Data Management Report Generation Quality Control MS Excel Advanced Google Sheets  
IT Operations Process Automation AI Workflow Automation Networking Basics Cybersecurity Python Basics  
Frontend Development Graphic Design Team Leadership Attention to Detail Problem Solving Communication

## EXPERIENCE

### Data Entry & IT Operations Executive

2023 – Present | 1+ yr

Freelance & Academic Projects | Govt. Polytechnic Motihari

- High-accuracy data entry, verification & quality control — maintained 99%+ accuracy rate
- Generated structured MIS reports & maintained organized records across large-volume datasets
- Automated repetitive data processing using AI tools — boosted efficiency by 40%
- IT operations: system troubleshooting, OS configuration, network setup & tech support

Stack: MS Excel, Google Sheets, Data Verification, MIS Reporting, IT Troubleshooting, AI Tools

### Frontend Web Developer — 5 Live Client Projects

Jan 2024 – Present | 1.5 yrs

Freelance | Self-Initiated

- Built & deployed 5+ production websites for real paying clients across multiple sectors
- End-to-end delivery: domain, hosting, responsive UI/UX & on-page SEO
- Cut dev time by 60% using AI-assisted prompt coding

Stack: HTML, CSS, JavaScript, Cloudflare Pages

Live: [nitin.eshikshatrack.com](http://nitin.eshikshatrack.com) | [mumbaiacrepair.in](http://mumbaiacrepair.in) | [houseelectric.in](http://houseelectric.in)

### Graphic Designer & AI Creative Lead

2022 – Present | 2+ yrs

Freelance | Self-Directed

- Logos, banners, social media creatives & marketing collateral for clients
- Cut design turnaround 70% via AI image generation & prompt engineering

Stack: Canva, Figma, Midjourney, Adobe Express, ChatGPT / Claude

### Event & Operations Manager

2022 – 2024

College Events | Govt. Polytechnic Motihari

- Coordinated logistics, scheduling & resource planning for institution-level events
- Led 10+ volunteer teams from planning to smooth on-ground execution

### SKILLS & PROFICIENCY

Data & Operations	IT & Networking	AI & Automation
Data Entry & Verification <span>Expert</span>	IT Essentials <span>Intermediate</span>	Prompt Engineering <span>Expert</span>
MIS Report Generation <span>Advanced</span>	Networking Basics <span>Intermediate</span>	AI Workflow Automation <span>Expert</span>
MS Excel <span>Advanced</span>	Operating Systems <span>Intermediate</span>	ChatGPT / Claude <span>Expert</span>
Google Sheets <span>Advanced</span>	Technical Troubleshooting <span>Intermediate</span>	Midjourney / Image Gen <span>Advanced</span>
Data Quality Control <span>Advanced</span>	Python Basics <span>Intermediate</span>	AI-Assisted Coding <span>Advanced</span>
Process Documentation <span>Intermediate</span>	Cyber Threat Mgmt <span>Foundational</span>	
Web Development	Design	Soft Skills
HTML / CSS <span>Advanced</span>	Graphic Design <span>Advanced</span>	Attention to Detail <span>Expert</span>
JavaScript <span>Intermediate</span>	Logo & Branding <span>Advanced</span>	Problem Solving <span>Advanced</span>
Responsive Design <span>Advanced</span>	Social Media Creatives <span>Expert</span>	Team Leadership <span>Advanced</span>
On-page SEO <span>Intermediate</span>	Canva / Figma <span>Advanced</span>	Communication <span>Advanced</span>
Cloudflare Pages <span>Intermediate</span>		Hindi <span>Native</span>
		English <span>Professional</span>

### CERTIFICATIONS — CISCO NETWORKING ACADEMY | 16 VERIFIED BADGES

- ✓ IT Essentials *Aug 2025 | Cisco*
- ✓ Data Science Foundations *Aug 2025 | Cisco*
- ✓ Cyber Threat Management *Sep 2025 | Cisco*
- ✓ Networking Basics *Feb 2026 | Cisco*
- ✓ Introduction to IoT *Mar 2026 | Cisco*
- ✓ Intro to Cybersecurity *Aug 2025 | Cisco*
- ✓ Apply AI: Prompting & Use *Sep 2025 | Cisco*
- ✓ OS Basics *Sep 2025 | Cisco*
- ✓ Python Essentials 2 *Feb 2026 | Cisco*
- ✓ Ethical Hacker *Aug 2025 | Cisco*
- ✓ Python Essentials 1 *Sep 2025 | Cisco*
- ✓ English for IT 1 & 2 *Sep-Oct 2025 | Cisco*
- ✓ C++ Essentials 1 *Feb 2026 | Cisco*

Verify all 16 badges: [credly.com/users/nitin-kumar-rock/badges](https://credly.com/users/nitin-kumar-rock/badges)

### LIVE PROJECTS

- NR Plumber** [nrplumber.pages.dev](https://nrplumber.pages.dev) [HTML,CSS,JS]  
Plumbing services — responsive mobile-first site with enquiry form
- RKS Computer** [rkscomputer.pages.dev](https://rkscomputer.pages.dev) [HTML,CSS,JS]  
Computer repair shop — UI, service packages & location map
- Mumbai AC Repair** [mumbaiacrepair.in](https://mumbaiacrepair.in) [HTML,CSS,JS]  
HVAC services — multi-city SEO-optimized landing pages
- House Electric** [houseelectric.in](https://houseelectric.in) [HTML,CSS,JS]  
Electrical services — WhatsApp CTA & responsive layout
- SDDR Cooling** [sddrcoolingpoint.in](https://sddrcoolingpoint.in) [HTML,CSS,JS]  
AC sales & service — product listings & booking portal

### EDUCATION

**Diploma in Computer Science Engineering** 2023 - Present  
 Government Polytechnic Motihari, Bihar | SBTE Bihar  
 Currently Pursuing | Expected June 2026 | CGPA: In Progress

### WHAT SETS ME APART

- 16 Cisco Certs**
- 5 Live Websites**
- 10x Faster via AI**
- Age 18 Freelancer**
- Multi Domain**