

GAURAV KHARCHE

SUMMARY

Dynamic project management intern at MOUNTREACH SOLUTION PRIVATE LIMITED, adept at enhancing documentation processes and driving team collaboration. Successfully set and achieved project goals, leveraging data analysis to identify new opportunities. Proven ability to communicate effectively and implement strategies that elevate project outcomes.

EXPERIENCE

Intern

MOUNTREACH SOLUTION PRIVATE LIMITED | Amravati, IN | May 2025 - June 2025

- Assisted in managing project documentation and tracking progress effectively.
- Set specific goals for projects to measure progress and evaluate end results.
- Implemented strategies to take advantage of new opportunities

ACADEMIC PROJECT

Neo AI - Desktop Helper Application

Developed a desktop helper application that assists users in writing emails, managing to-do tasks, and storing contact numbers. Designed the frontend using HTML and CSS and implemented SQL database operations for data storage and retrieval.

Technologies: HTML, CSS, SQL, Python

My Role:

- Designed and developed frontend UI using HTML and CSS.
- Created and managed SQL database tables with CRUD operations.
- Handled storage and retrieval of tasks and contact information.

SKILLS

Python (Intermediate), SQL, HTML, CSS, MS Office (Word, Excel, PowerPoint)

CONTACT

+91 8010467405

kharchegaurav78@gmail.com

PROFESSIONAL SKILLS

- Project management
- Documentation management
- Team collaboration
- Goal setting
- Data analysis
- Effective communication

EDUCATION AND TRAINING

Rajiv Gandhi Military School Buldana, Buldana

High School Diploma

J D College Of Engineering & Management, Nagpur

(Expected in March 2026)