Abhinav

H.NO. 1134 Janakpuri Muzaffarnagar, Uttar Pradesh-251001 |
Telephone – 8077610115 | Email – abhinavpalself1134@gmail.com

Objective

Seeking a career in a self-motivating environment where my skills and attitude enable me to help further growth and development of organization and self, also seek a position from where I can make people around me happy.

Experience

JOB TITLE | COMPANY NAME

· I am currently working with AROH FOUNDATION as IT Trainer in DDUGKY Project.
· Two years working with IGCSM(DDUGKY) as IT trainer Cum MIS.
· One year six months working with Empower Pragati Pvt. Ltd. As IT trainer.

Responsibilities

· Generating & maintaining day to day Mis data and updating the management.
· Well versed in excel with formula- V-lookup, H-lookup, conditional formatting, Functions, Sort & Filter data, Data validation etc.
· Preparing Mis on Daily/ Weekly & Monthly basis.
· Working with google drive/Sheet/form.
· Maintain it lab, Windows & software installation, CCTV Cameras setup installation, Maintain documents & records, CD/DVD burn, CCTV backup and hard disk format, rj-45.
· Working knowledge of tools, 5S,3R,4M Concept.

Education

DEGREE |

· BCA: pursuing | Shubharti University Meerut.

DIPLOMA | SCHOOL

· Diploma: Computer science & engineering | 2010- 2014 | Digambar Jain Polytechnic (BTEUP).
· 12th: PCM |2015-2016 | UP BOARD
· 10th: PCM | 2009-2010 | UP BOARD

Project & Training

· Certificate: 4 Weeks vocational training in Bharat Sanchar Nigam Limited in 2013.

Technical Skills

LANGUAGE & OTHER

· Web Developer language- HTML, CSS, BOOTSTRAP, PHP
· DATABASE- SQL
· MS-OFFICE- MS- Word, Advance – Excel, Access, Google- Suit, forms

OPERATING SYSTEM

· Windows- XP,7,8, 10.

COMPUTER TECHNICAL

· Computer Assemble, Computer installation, Windows-software & Driver installation, Computer technical problem solved, CCTV Cameras setup installation.

Strength

· Punctual
· Quick Learning & Self learning Skills
· Responsible and Optimistic
· Hard working

Interested

· Chess
· Computer Books

Personal Detail

· Name | Abhinav
· Father's name | Satya pal
· Date of Birth | 01 Jan 1996
· Gender | Male
· Marital Status | Single
· Language status | Hindi, English

Date: **Application Signature**

                                                  (ABHINAV)