KUNAL RUHELA

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CAREER OBJECTIVE

Motivated and detail-oriented BCA graduate seeking an entry-level position in the IT or office administration domain. Eager to apply computer skills, documentation expertise, and basic web development knowledge to support organizational growth while continuously learning new technologies.

PROFESSIONAL SKILLS

- Proficient in MS Word, MS Excel, and PowerPoint for documentation and reporting
- Basic knowledge of HTML & CSS for website structure and styling
- Data Entry, Record Management, and Office Documentation
- Fundamental understanding of Computer Networking concepts
- Basic computer troubleshooting and system handling
- Good typing speed with accuracy

ACADEMIC & PRACTICAL PROJECTS

Personal Portfolio Website

- Designed and developed a personal portfolio website using HTML and CSS
- Created structured web pages including About, Skills, and Education sections
- Focused on clean layout, responsiveness, and basic styling
- Project helped in understanding front-end fundamentals and web structure

EDUCATIONAL QUALIFICATIONS

Bachelor of Computer Applications (BCA)
Noida International University

Senior Secondary (10+2)
St. Joseph Sr. Sec. School

ADDITIONAL INFORMATION

- Comfortable working in both team and individual environments
- Basic understanding of office workflow and professional ethics
- Quick learner with a positive attitude
- Languages Known: Hindi & English