





# Abhishek

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## Summary

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Reliable and detail-oriented MCA student with a strong foundation in computer applications, documentation, and business tools. Proficient in Microsoft Excel, Word, Google Sheets, and data entry. Possess strong communication and organizational skills; capable of working in fast-paced environments like operations, admin, or back-office roles.

## Career Objective

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To obtain a position in a reputed organization where I can apply my computer knowledge, data-handling capabilities, and communication skills to support business operations, improve efficiency, and grow professionally in a dynamic non-technical or semi-technical environment.

## Education

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<b>Maharana Pratap Engineering College</b> , Kanpur, India Master of Computer Applications (MCA)	2023 – 2025 (Pursuing)
<b>Dr. Virendra Swarup Institute of Computer Studies</b> , Kanpur, India Bachelor of Computer Applications (BCA)	2020 – 2023
<b>Saraswati Gyan Mandir Inter College</b> , Kanpur, India UP Board – Higher Secondary (Class XII)	2019 – 2020
<b>Saraswati Gyan Mandir Inter College</b> , Kanpur, India UP Board – High School (Class X)	2017 – 2018

## Projects

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### Excel-Based Data Organizer Tool

- Built a structured tool in Microsoft Excel to manage student or office data efficiently.
- Automated calculations and summaries using formulas, conditional formatting, and data validation.

### Basic Web Form for Feedback Collection

- Designed a simple responsive web form using HTML and CSS to collect feedback or contact details.
- Ensured a mobile-friendly layout and user-friendly interface for non-technical users.

## Skills

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**Office Tools:** Microsoft Excel, Microsoft Word, PowerPoint, Google Sheets, Google Docs

**Programming Knowledge:** Basic Python, Java, C

**Soft Skills:** Communication, Teamwork, Time Management, Adaptability

**Operating Systems:** Windows

## Certifications

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- Excel Course – Great Learning
- Data Science Basics – LinkedIn Learning
- MySQL – GUVI (HCL)
- Python Crash Course – Google

## Position of Responsibility

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- Member of Coding Club, Maharana Pratap Engineering College
- Volunteer in Events Organized by College