



ARIHANT JAIN

OFFICE PRODUCTIVITY



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ABOUT ME

Hello, I'm Arihant Jain. I'm from Kolkata, West Bengal. I have completed 12th from NIOS. I have completed courses in Microsoft Office, Management, and Advanced Excel at Jolly Computer Centre. I have over 5 months of work experience at the Prayatna Foundation..

I am currently pursuing learning Ultimate Microsoft Office: Excel, Word, PPT and Access from Udemy Online Website. I'm actively seeking new opportunities in Microsoft Office/Office Productivity to further enhance my professional experience and skill set.

Personally, I have been working and learning into a new Excel sheet, Google Sheet and Microsoft office.

Alongside, I have earned a Diploma in Advanced Courses in Microsoft Excel and Office Management, where I Constantly achieve high scores and excellent Grades.

Despite this, A PWD who has been deaf and non-verbal since birth. I approach life and work with unwavering confidence and dedication.. My Goal is to bring my innovative vision to life through my work. I believe in the power of collaboration and teamwork. I'm eager to connect with a like - minded professional, mentor, and potential employees who share my passions for Office Productivity and Data Entry Operations.

WORK EXPERIENCE

PRAYATNA FOUNDATION, Trainee

MARCH - JULY 2025

- Assist Corporate Mail/ letter drafting for patrons i.e. ION Foundation
- Assist the Programme Assistant with the Monthly updating of the books.
- Assist in Data Entry and Documentation (Bank data, Salary Sheets, Invoices Bill in Places).
- Assist to the activities / Events arranged and executed which will be delegated.
- Assist the Social Media Post Designing via Canvas.
- As an NGO, we have a lot of activities planned outside of our office with travelling to Rural areas.

EDUCATION

2022 - 2023

Boonary

- I have been learning and gaining knowledge about English Grammar. I have completed the Intermediate English Grammar Course from Boonary online

2021 - 2022

The Pragati School For Deaf Children (XII)

NIOS

64.4%

2016 - 2018

The Pragati School For Deaf Children (X)

NIOS

44%

PROFESSIONAL COURSES

2024

Jolly Computer Centre

Diploma of Education, In Advance Excel

70%

2023

Jolly Computer Centre

Diploma in Microsoft Office & Management Advance Excel

84%

CERTIFICATIONS

2024

DATA ANALYSIS USING EXCEL

GREAT LEARNING APP

2024

EXCEL FROM INTERMEDIATE LEVEL

GREAT LEARNING APP

2024

EXCEL ADVANCED LEVEL BY LEARNIT TRAINING

CURSA - FREE ONLINE COURSES WITH CERTIFICATE

2024 - 2025

EMAIL MARKETING

GREAT LEARNING APP

2024 - 2025

EXCEL WITH COPILOT : AI - DRIVEN DATA ANALYSIS

GREAT LEARNING APP

2024 - 2025

CHATGPT FOR EXCEL COURSE

GREAT LEARNING APP

SKILLS

- MICROSOFT OFFICE
- MICROSOFT WORD
- MICROSOFT EXCEL
- MICROSOFT POWERPOINT PRESENTATION
- CANVA
- TASK & TIME MANAGEMENT
- MULTITASKING
- RESEARCH SKILLS

LANGUAGE

- ENGLISH
- SIGN LANGUAGE

HOBBIES

- Cricket
- Carrom Board
- Online Chess
- Online Gaming
- Badminton
- Travel

PERSONAL DETAILS

NAME :	ARIHANT JAIN
FATHER NAME :	DEO KUMAR JAIN
DATE OF BIRTH :	12-09-1996
NATIONALITY :	INDIAN
MARITAL STATUS :	SINGLE
GENDER :	MALE
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