

# Mritunjay Kumar

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## EDUCATION

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### VIT Bhopal University

*Bachelor of Technology in Computer Science and Engineering, CGPA: 8.27*

Madhya Pradesh, India

*August 2021 - July 2025*

### D.A.V Public School, Hazaribagh

*Central Board Of Secondary Education, Higher secondary examination: 86.66%*

Jharkhand, India

*June 2020 - July 2021*

### S.S.V.M High School, Hazaribagh

*Jharkhand Academic Council, Matriculation Examination: 89%*

Jharkhand, India

*June 2018 - May 2019*

## SKILLS

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**Microsoft Office Suite:** Proficient in Excel, Word, PowerPoint.

**Google Workspace:** Experienced with Docs, Sheets, Slides.

**Collaboration Tools:** Comfortable with Slack, Microsoft Teams, Zoom.

**SharePoint Online:** Skilled in document management, collaboration, and site creation within SharePoint Online.

**Problem Solving:** Strong in troubleshooting and decision-making under pressure.

**Time Management:** Skilled in task prioritization to meet deadlines in fast-paced environments.

## EXPERIENCE

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### Academic Research Presentation & Documentation

- Designed and developed detailed PowerPoint presentations, Word documents, and Excel reports for academic projects throughout the B.Tech program.
- Emphasized clear communication of complex topics by organizing data effectively in Excel and creating engaging, visually appealing presentations in PowerPoint.
- Collaborated with team members via virtual meetings to plan, execute, and ensure the timely completion of tasks.
- Received positive feedback from professors and peers for clarity, design quality, and the effectiveness of the presentation content.

### Event Coordination & Management

- Led the planning and execution of a family event, overseeing all aspects including food, decorations, and scheduling to ensure a seamless experience.
- Coordinated with multiple vendors to ensure smooth communication, efficient resource management, and timely delivery of services.
- Supervised the setup of decorations, managed event timelines, and ensured the event location met the client's expectations.
- The event was well-received, praised for its seamless execution, attention to detail, and flawless coordination.

## EXTRACURRICULAR ACTIVITIES

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### Insights Club

- Resolved technical issues during events to ensure smooth operations.
- Collaborated with leadership to plan and execute tech-related activities.
- Assisted in organizing and setting up technical workshops and events.

### Android Club

- Wrote blog posts on Android development, reaching a broad audience.
- Developed content and tutorials on Android tools and best practices.
- Coordinated content strategy, ensuring consistent and high-quality updates.

## ADDITIONAL INFORMATION

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### Hobbies:

Avid reader with a passion for motivational literature and contemporary fiction.

Enthusiast of online gaming platforms such as PUBG and FreeFire.

Enjoy playing strategic indoor games like carrom and chess.

**Languages:** Fluent in English and Hindi.