Rohit Kumar
Buland Shahr, UP | +91-9027737557 | mrrohit1164@gmail.com | LinkedIn

Career Objective
Detail-oriented Data Entry Operator with strong knowledge of MS Office, documentation, and data accuracy. Seeking an opportunity to utilize my skills in an organization focused on growth and efficiency.

Education
Bachelor of Computer Applications (BCA), IIMT Aligarh – Raja Mahendra Pratap State University, 2024 (CGPA: 7.7)
12th (Intermediate) – UP Board, 2021 | 67%
10th (High School) – UP Board, 2019 | 68%

Technical & Office Skills
• Typing (Fast & Accurate)
• MS Word, MS Excel, MS PowerPoint, MS Access
• Internet Operations, Email Drafting
• Data Validation & Formatting
• Spreadsheet Functions

Key Skills
• Data Entry & Management
• Documentation & Record Keeping
• Attention to Detail
• Time Management
• Computer Literacy

Academic Projects
• School Management System – Managed student data entries and retrieval.
• World Atlas Application – Focus on data presentation with organized structure.

Certifications
• Microsoft Office Training – Udemy
• MS Excel Certification – Udemy
• Full Stack MERN Developer (Basics)

Personal Details
Languages: English, Hindi
Nationality: Indian

Declaration
I hereby declare that all the information provided is true to the best of my knowledge.
Place: Buland Shahr
Rohit Kumar