

RESUME

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❖ QUALIFICATION

QUALIFICATION	UNIVERSITY/BOARD	YEARS OF PASSING	PERCENTAGE
S.S.C	MAHARASHTRA BOARD	2019	83.60%
H.S.C	MAHARASHTRA BOARD	2021	85.83%
TYBSC.IT	R.J College Ghatkopar West.	2023-24	PURSUIING

❖ COURSES

Organization	Course Name	Year Of Completion
ANTARANG Foundation	PERSONALITY DEVELOPMENT.	2020
MANPASAND LIFE Foundation	MS OFFICE APPLICATION + ENGLISH COMMUNICATION SKILL.	2021
NF SKILLS MANKHURD IT INSTITUTE	COMPUTER HARDWARE + Networking.	2022

❖ WORK EXPERIENCE

Role	Company/ Foundation	What I have Done	Duration = Experience
Volunteer	Noble Foundation	Data Collection, Maintenance, Survey, Public Speaking, Distribution of goods.	May - 2020 To July-2021 = 1.2 Years
Office Assistant	Adarsh Foundation	Data Entry, Communication, Advertising Project, Teaching, Recording Maintenance.	September -2021 To July-2022 = 10 Months
Teacher	R.J College Ghatkopar.	Teaches Microsoft Office Application (Excel, Word, Power Point), Basic Computer Settings.	1 st To 18 th September – 2022 = 2 Weeks
Desktop Support Engineer	Pathway Enterprises	Field Work, Computer Maintenance, Softwares & OS Installation, Troubleshooting, Hardware Installations & Upgradation, Network Configuration, Outlook Configuration etc.	2 nd Aug -2022 To 4 th - April 2023 = 8 Months
Desktop Support Engineer	Standz Technologies	Field Work, Computer Maintenance, Software Installation & OS, Troubleshooting, Hardware Installations & Upgradation, Network Configuration, Outlook Configuration etc.	25 th Apr-2023 To 10 th May 2023 = 1.5 Months

❖ SKILLS

- (Smart + Hard) Working.
- Good Communication Skills.
- QUICK LEARNER.
- Problem Solver.
- Team Work.
- Typing Speed 40+ WPM.
- Focused.