SAHIL KUMAR

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7050056416

kankarbagh, Hanuman nagar,MIG165, Bihar, Patna-800020

SUMMARY

Detail-oriented graduate with strong communication skills in Hindi and English, experienced in operating computers and MS Excel. Skilled in data entry, basic analysis, and maintaining collaborative networks. Proficient in web designing, troubleshooting and resolving web page errors, and performing data mining for actionable insights. Adept at field activity reporting and volunteer coordination, with a focus on accuracy, efficiency, and collaborative problem-solving. Seeking to contribute technical and analytical expertise as an STM Analyst.

EDUCATION

- Bihar School Examination Board, Bihar
  10th | **2nd Division** | 5-April 2021.

- Bihar School Examination Board, Patliputra University, Bihar

  Jagat naryan lal college patna,khagaul 800020.
  Intermediate | **1st Division** | 21-March 2023.

- Maulana Mazharul Haque Arabic & Persian University,Bihar
  National Business College Patna
  Graduation BCA- 3rd YEAR Appearing.

PROFESSIONAL EXPERIENCE

Nexgen P.V.T Ltd.

Intership | March 2024 – September 2024
- Managed end-to-end web design business processes, ensuring accuracy and timely submission
- Coordinated with clients and distributors for smooth order processing and Payments.
- Developed strong communication skills by liaising with Bussiness professionals, and finance teams.

Puja Computer Class, Patna.

Teacher| October 2024 – February 2025.
- Learning & Teaching students (ADCA,Typing).

JSPT Consultancy Private Limited.

   Executive Analysis | June 2025 – October 2025.

- Data analysis.
- Data Handling.
- Connect with Customers And Managed end-to-end person on call.
- Digital Marketing.
- Error Solving
- Data Mining

TECHNICAL SKILLS

- C/C++ Language
- Web designing & Devloping
- Cloud Computing
- Html,Css,Java Scripts.
- MS Excel (Formulas, Data Entry, Basic Analysis)
- MS Word & PowerPoint
- Laptop/Computer Operations
- Data Entry & Reporting
- Email & Internet Proficiency

SOFT SKILLS

- Soft Skills:
- Communication (Hindi & English)
- Time Management
- Attention to Detail
- Team Collaboration
- Volunteer Coordination

ADDITIONAL INFORMATION

- **Languages :** Hindi , English
- **Date of Birth : 8** Feb 2005
- **Marital Status :** Unmarried
- **Hobbies :** Community Volunteering , Writing , Photography , Learning New Coding Languages.

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