
SHASHI KANT SHARMA

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ADD:- DADRI GAUTAM BUDDHA NAGAR, UTTAR PRADESH

PIN:- 203207

OBJECTIVE :-

A highly motivated and detail-oriented student pursuing a BCA (Bachelor of Computer Applications) with a strong foundation in computer science and a diploma in Microsoft Office. Possesses excellent typing speed and a comprehensive understanding of computer-related work. Eager to apply technical skills and knowledge in a challenging environment.

EDUCATION:-

- Currently Pursuing BCA from CCSU University Merrut
 - Completed Diploma in Computer Fundamental (Ms office, Tally)
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HARD SKILLS:-

- Ability to prepare Documents, Reports, Spreadsheets & Presentation
 - Ability to protect confidential customer information
 - Ability to Maintain Office Database & Records
 - I have good typing speed approx 40+ WPM
 - Proficient in Tally ERP software for billing, accounting, and inventory management
 - Proficient in Microsoft Office Suite (Word, Excel, Outlook)
 - Front-End Developer
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SOFT SKILLS:-

- Observation
 - Decision making
 - Communication
 - Multi-tasking
 - Excellent Organizational & Time management skills
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EXPERIENCE:-

☐ FRESHER