

# ROHIT

**Permanent Add:-** Village- Usuri Kalan  
Chhapra, Saran (Bihar), Pin: 841441

**Present Add-** Rz-20/2A, Gali no-1,  
main Sagar Pur , South West Delhi -46

**Contact No.-** +91-8700750589

**E-mail Id:** rohit.si8700@gmail.com

**Web-Site :** <https://singh8700.github.io/portfolio/>

**GitHub account:** Singh8700.github.io

## Career Objective

Looking for a professionally self-satisfying and a challenging career where the best of my abilities are used for meeting personal as well as professional goals and to contribute to the growth of the company with excellent services.

## Current Employer

**Designation** : DCA Tutor

**Company** : RIIT INFOTECH PVT LTD

**Duration** : Aug.-2021 to till now

**Teach About** : Basic Computer knowledge, Web Design, DTP & Tally ERP9

**Department** : Tutor

## Job Profile-

- I have teach about Fundamental of Compute (Basic & Advanced).
- I have teach about DTP (Desktop Publications) in this course I have teach about the same software like - Photoshop, Corel draw, Page Maker etc.
- Than next Course is Web Design. This course I have teach about Fundamental of web site (like how to work & how to create), Basic web development codes (like - HTML = Hyper Text Markup Language, CSS = Cascading Style Sheet, JS = JavaScript, Bootstrap frameworks etc.)
- Next Course is Tally ERP9. This course details is first of all teach about basic fundamental of accounting (likes Accounting type, Business type) after teach this topic than next is understanding about Tally feature (likes a Ledger, Groups, Alert, Inventories , GST etc.).

## Previous Work Experience

**Designation** : Computer Operator

**Company** : Covid-19 Health Department

**Duration** : 7 Jun 2022 to 31 Sep 2022

**Work** : Registering Beneficiaries and Booking Slots for COVID-19 Vaccine

**Department** : Covid-19 vaccination registration

## Responsibility:

- First Check the Beneficiaries Covid-19 vaccine portal exists or not.

- After checking if not exists So new registration else check which vaccine taken previous Dose. Because every time the same vaccine will be applied which you have got before this.
- All details checking properly than beneficiary take the successful vaccine & create successfully certificate.

### **Educational Qualification**

University/Board	Qualification	Year Of Passing	Percentage
<i>CBSE Board Delhi</i>	High School (10 <sup>th</sup> )	<i>2015</i>	<i>6.6 CGEP</i>
<i>CBSE Board Delhi</i>	Senior Secondary School (12 <sup>th</sup> )	<i>2017</i>	<i>74.5%</i>
<i>RIIT INFOTECH PVT LTD</i>	Diploma in Computer Application	<i>2017-2018</i>	<i>A grades</i>
<i>DELHI UNIVERSITY</i>	B.A. Programmer	<i>2017 - 2020</i>	<i>1<sup>st</sup> Division</i>

### **Strengths**

- *Respectful Behavior*
- *Hardworking.*
- *learn the job well*
- *Self Motivated.*
- *Ready to accept challenges.*
- *learning new skills all the time.*
- *Disciplined.*
- *Positive Attitude.*

### **Personal information**

Father Name : **KAMESHWAR SINGH**  
 Date Of Birth : **22<sup>th</sup> Aug 1999**  
 Gender : **Male**  
 Language Known : **English, Hindi**

### **Declaration:-**

*I hereby declare that the information furnished above is true and best of my knowledge.*

*PLACE- New Delhi*

*(Rohit)*