

Rohit

DCA Tutor & Web Designer

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

EXPERIENCE

RIIT INFOTECH PVT LTD (Part-Time), Lajwanti Garden — DCA Tutor

August 2021 - PRESENT

Job Profile:-

- I have teach about Fundamental of Computer (Basic & Advanced).
- I have told the students about the same software in DTP which I have learned in this course like Photoshop, CorelDraw 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.
In this course I first teach about the fundamentals of Tally software.
(likes :- Types of Account Maintenance in Tally, Create Company, Security control in Tally, same shortcut-keys).
After teach this topic than next is understanding about Tally feature (likes:- a Ledger, Groups, Alert, Inventorie Maintenance , GST etc.).

Covid Health Department (Contract Job), IGI Airport T-3 — Computer Operator

June 2022 - October 2022

Job Profile:-

- 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.

Current Address

Rz-20/2A, Gali no-1,
Main Sagar Pur New Delhi - 46

Permanent address

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

Mobile No:-

+91 8700750589

E-Mail:-

rohit.si8700@gmail.com

Portfolio Site :-

<https://singh8700.github.io/portfolio/>

GitHub ID :-

Singh8700

SKILLS

- Web Design
 - HTML
 - CSS
 - JS
 - Bootstrap
- DTP
 - Photoshop
 - corel-Draw
- Tally ERP 9
- Ms Office
 - Excel
 - Word
 - PowerPoint
- Basic Python Info
- Python Django
- React Js
- Good communication

LANGUAGES

- Hindi
- English

Strength

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

Vi Postpaid (Contract Job) , Nangal Raya — telecoller

Nov 2022 - Dec 2022

Job Profile:-

- 2 months late money was to be recovered from the customer

EDUCATION

G.S.B. Vidhyalaya, D-Block Janak Puri — 10th

April 2014 - June 2015

I have completed my 10th in 2015 from CBSE Board with 6.6 cgep.

G.S.B. Vidhyalaya, D-Block Janak Puri — 12th

Apr 2016 - May 2017

I have completed my 12th in 2017 from CBSE Board with 74.5%.

SOL Delhi University, South Moti Bagh — B.A. Programme

Aug 2017 - Jan 2021

I have completed my Graduation in 2021 from Delhi University with 1st Division

RIIT INFOTECH PVT. LTD. , Lajwanti Garden — D.C.A.

Jun 2017 - Aug -2018

I have completed Diploma certificate in Computer Application in 2018 form RIIT INFOTECH PVT. LTD. with A Grade.

Personal Information

Father's Name	:-	Mr. Kameshwar Singh
Date Of Birth	:-	22 Aug 1999
Gender	:-	Male
Marital Status	:-	Unmarried

Declaration

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

Place :- New Delhi

(ROHIT)