

# 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 -  
110046

#### Permanent address

Village- Usuri Kalan, Chhapra,  
Saran (Bihar), Pin: 841443

#### Mobile No:-

+91 8700750589

#### E-Mail:-

[rohit.si8700@gmail.com](mailto: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 from 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)**