

RESUME

AKSHAT GUPTA

295/1,

Nayapura, Kareli

Prayagraj-211017

Mobile no. 7355736684

Email id: guptaakshat1709@gmail.com

Career Objective:

Aim is to be associated with a progressive organization which offers an excellent atmosphere to prove myself by utilizing all technical knowledge into practice and profit with experience and valuable Knowledge for the development and growth of the organization.

Academic Details:

Qualification	School / College	Passing Year
High School	VBPS Prayagraj	2019
Intermediate	VBPS Prayagraj	2021
B.Sc	Ewing Christian College	Appearing

Skills:

- Office Automation: Microsoft Office 2003, 2007, Office 365
- Technical Knowledge: Typing

Strength:

- Time management
- Critical thinking
- Problem solving

Work Experience:

- Working at SS Enterprise as an Office Assistant