Anuj Pal

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OBJECTIVE

Focused and hardworking individual with a **Diploma in Computer Science & Engineering**, aiming to work as an **IT Support Technician, Data Entry Operator, Database Assistant, or Technical Support Executive**. I want to contribute my technical skills, **fast typing,** and knowledge of **AI tools and MS Office** in a professional environment.

EDUCATION

Diploma in Computer Science & Engineering
Board of Technical Education, Uttar Pradesh (BTEUP)
📍 *Government Polytechnic Mawana Khurd, Meerut*
2022 – 2025 | 72.54% (First Division)

12th (Intermediate), UP Board
2022 | 77.20%

10th (High School), UP Board
2020 | 77.83%

TECHNICAL SKILLS

- **Typing Speed**: 30+ WPM (English)
- **MS Office**: Word, Excel, PowerPoint
- **Data Entry & Documentation**: Fast and accurate typing, file formatting, PDF handling
- **Prompt Engineering & AI Tools**: ChatGPT, Bard, Microsoft Copilot, Google Gemini
- **Python (Basic)**: Syntax, loops, file handling
- **SQL (Basic)**: SELECT queries, table structure
- **DBMS Concepts:** Tables, keys, normalization basics
- **Operating Systems**: Windows, Linux (Basic)
- **Internet & Email**: Gmail, attachments, safe browsing
- **Cybersecurity Awareness**: Spam/phishing detection, password safety
- **Cloud Basics:** Google Drive, OneDrive usage

LANGUAGE KNOWN

- **Hindi** (Native)
- **English** (Proficient)

CERTIFICATES

- **SOAR - AI to be Aware - (**Microsoft**) Certificate -** [SOAR](#)

- **SOAR - AI for Educators - (**Microsoft**) Certificate -** [SOAR](#)

- **Python Programming -** (Reliance Foundation Skilling Academy) **Certificate -** [Python Programming](#)

- **Web Design & Development - (**NSDC**) Certificate -** [Web Design & Development](#)

- **Computer Basics & Accounting -** (Reliance Foundation Skilling Academy) **Certificate -** [Accounting](#)

- **Junior Software Developer** - (NASSCOM) **Certificate** - [Junior Software Developer](#)

SOFT SKILLS

- **Quick Learner**
- **Attention to Detail**
- **Time Management**
- **Strong Work Ethic**
- **Basic Communication**
- **Team Management**

INDUSTRIAL TRAINING

Library Management System Using Python

📍 *Mind Tech Computer & Training Centre, Ghaziabad*

- Created a basic system for managing book records and user data
- Understood how software can streamline documentation and recordkeeping

INTERESTS

- Learning **AI Tools**
- Exploring **Tech Tips & Office Tricks**
- Helping **Friends with Computer Work**
- Watching **Tech Tutorials**

STRENGTHS

- Strong command over **MS Office and documentation**
- **Fast typing** with attention to **accuracy**
- Basic understanding of **databases and cloud tools**
- Always ready to **learn** and **work** in **tech support roles**
- **Punctual, disciplined, and team-oriented .**

DECLARATION

I hereby declare that the information given above is true and correct to the best of my knowledge.