

CURRICULUM-VITAE

ARUN KUMAR

Mob.No. - 7678613647

E-mail:- arundev693@gmail.com



OBJECTIVE:

To the work with an organization that provide me the opportunity to show my abilities And directs my efforts toward the achievement of its objective.

WORK EXPERIENCE:

- I have 6th month experience of Computer Teaching.
- I have 1 year experience of Computer Hardware Technician.

PROFESSIONAL QULIFICATION:

- O Level (Appearing)
- ITI From Government ITI in I.C.T.S.M.
- One Year " ADIT Diploma of Computer Basic, DTP Tally 9.0 ERP".
- Documentation Assistant (PMKVY).
- Electrical Certificate by NIESBUD.

PROFESSIONAL EXPERIENCE:

- Having Knowledge In Microsoft Office.
- Having Knowledge In Microsoft Excel.
- Technically proficient in MS-Office and Power BI application software.
- Technician in Computer Hardware & Networking Maintenance.
- Assemble & Dissemble the Desktop.
- Good knowledge of Computer Peripherals.
- Troubleshoot Common Problem of System.
- Install all Versions of Microsoft Windows.
- Having Knowledge Of Basics Software Installation & Troubleshooting.
- Install all application software.
- Basic knowledge of Networking.
- Configure the Network & Local Printer Mac & Windows.
- Troubleshoot Hardware & Software Related Issue.
- MS Outlook Configure & Troubleshooting In Windows.
- Knowledge About Remote Support

ACADEMIC QUALIFICATION:

Degree/course	University/Board	Year of Passing
CITS Course (C.H.N.M.)	NSTI Kanpur	Appearing
Graduation (B.A.)	IGNOU University, New Delhi	2024
Intermediate	UP Board	2014
High School	UP Board	2012

SKILL & STRENGTH:

- Dedication & Serious involvement in the assigned job.
- Fast learning aptitude & adaptability to new concept & environment.
- Excellent & effective follow up skills for customers & partners.
- Ability to handle different personality & customers in a positive manner.
- Self-motivating & self-confident with the ability to work alone & meet personal targets.

PERSONAL DETAILS:

- **Father's Name** : Mr. Ramesh Kumar
- **Mother's Name** : Mrs. Anita Devi
- **Date of Birth** : 6TH Jun 1997
- **Nationality** : Indian
- **Marital Status** : Unmarried
- **Language Known** : Hindi, English
- **Permanent Address** : Village & Post Ahar Bangar, Dist. Bulandshahr, UP-203398.

HOBBIES:

- Reading books
- Listening music
- Free Time Spend With Computer

DECLARATION:

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

Date:

Place

Signature