

**KSHITIJ YADAV** AA-12, Naveen Nagar, MDA, Moradabad – 244001  
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## Career Objective

Motivated and adaptable M.Com graduate with a strong foundation in accounting, computer applications, and typing. Seeking an entry-level opportunity in data entry, accounts, office administration, or IT support where I can apply my technical skills and contribute to organizational growth.

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## Education

**Master of Commerce (M.Com)** – Hindu College, Moradabad  
MJP Rohilkhand University | Jan 2024 | 58.30%

**Bachelor of Commerce (B.Com)** – Hindu College, Moradabad  
MJP Rohilkhand University | May 2022 | 55.95%

**Diploma in Computer Science & Engineering** – Govt. Polytechnic, Rampur  
BTEUP | Aug 2019 | 75.11%

**Intermediate** – S.K. Singh Inter College, Aligarh  
UP Board | May 2015 | 69.4%

**High School** – R.S.D. Academy Public School, Moradabad  
CBSE | May 2012 | CGPA: 7.0

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## Certifications

- 'O' Level Certification – NIELIT (2024)
  - CCC Certification – NIELIT (2019)
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## Skills

**Accounting Tools:** Tally ERP

**Office Tools:** MS Word, Excel, PowerPoint

**Programming:** C, Python, Java

**Web Development:** HTML, CSS, JavaScript

**Databases:** MySQL, MS Access

**Typing:** English – 38 WPM | Hindi – 25 WPM

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## Project Work

**Alpha Text Editor** – Developed a simple text editor using Java as a final project during diploma. Focused on file operations, GUI, and basic text editing features.

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## Strengths

- Self-motivated and dedicated
  - Quick learner with a strong work ethic
  - Adaptable and willing to learn new skills
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## Personal Information

**Father's Name:** Mr. Kuldeep Yadav

**DOB:** 01 July 1997

**Languages Known:** English, Hindi

**Gender:** Male

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## Declaration

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

– *Kshitij Yadav*