

RESUME

Mayank Kumar

 Jaipur, Rajasthan

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 92XXXXXXXX

DOB: 26 October 2005

Career Objective

To obtain a challenging position in a reputed organization where I can apply my knowledge and skills in Computer Science to contribute to company growth and enhance my professional development.

Education

Bachelor of Technology (B.Tech) in Computer Science and Engineering

Vivekananda Global University, Jaipur

Duration: 2024 – 2028

Work Experience

MS Office (Self/Academic Experience)

- Skilled in creating and managing documents, spreadsheets, and presentations.
- Experienced in data entry, report formatting, and documentation tasks.

Technical Skills

MS Office (Word, Excel, PowerPoint)

Basic Computer Operations

Soft Skills

Communication

Leadership

Teamwork

Time Management

Languages Known

English, Hindi