

Reena Kumari

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Career Objective

Seeking a Position where I can utilize my computer Knowledge and skills, along with my ITI in computer and CCC. certification, to contribute to organizational success while gaining professional growth.

Education

- Government ITI Basti Computer Science (2022.
- Course on Computer Concepts (CCC) : 3 Months

Skills

MS Office: Proficient in MS Word, Excel and PowerPoint.

Excel Skill: Basic formulas, data entry, formatting, and chart creation.

Internet Usage: Browsing, email handling, online research,

Computer Fundamentals : Operating system(Windows) hardware and software basics.

Typing Skills : Accurate and efficient typing

Experience

Shikhar Computers(One Years)

- Managed data entry tasks and organized digital files .
- Maintained records and prepared reports using computer system.
- Provided training and support for MS Office tools like Excel and Word.

Declaration

I hereby declare that the above information is true to the best of my Knowledge and belief