**NAME: PALAK JAIN**

**Qualification:** Bachelors of Computer Application

**University:** Jyoti Vidyapeeth Women’s university, Jaipur

**Address:** House Number 202 Lalpura Tiraha, Etawah (U.P)

**Email:** [palaksept30jain@gmail.com](mailto:palaksept30jain@gmail.com)

**PROFILE SUMMARY**

Seeking an entry – level opportunity with an esteemed organization where I can utilize my skills and enhance learning in the field of work. Capable mastering new technologies.

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Seeking a challenging career with an MNC.

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- |
| **Qualification** | **Board** | **College** | **Year** |
| Bachelors of computer application (BCA) | -- | Jyoti Vidyapeeth Women’s University, Jaipur | 2020 |
| Intermediate | UP Board | Archana Memorial Enter College Etawah. | 2017 |
| Secondary School Examination | UP Board | Archana Memorial Enter College Etawah. | 2015 |

**WORKING EXPERIENCE**

* 8 MONTHS OF EXPERIENCE IN AN IT COMPANY VYN AUTOMATION PRIVATE LIMITED.

**ROLES AND RESPONSIBILITES IN PREVIOUS JOB**

* MY ROLES AND RESPONSIBILITIES IN PREVIOUS JOB WAS TO GIVE TECHINAL SUPPORT ABOUT AN ENTERPRISE RESOURCE PLANING (ERP) SOFTWARE TO ACCOUNTANT OF MARUTI SUZUKI DEALER LIKE VIPUL, RANA, PLATINUM, PATEL, OCEAN MOTORS AND MANY MORE.
* HELP TO ACCOUNTANT WITH BECKEND WORK.
* HELP TO ACCOUNTANT WITH ENTRY CREATION IN SOFTWARE AND CLEAR THEIR DOUBTS.

**STRENGTH**

* Flexible and Adaptable
* Good Communication and Team Building Skills.
* Team Work Skill.
* HTML, CSS, MS Office, MS Excel.
* Enthusiastic and Positive Attitude.
* Good Listener.
* Determinate.
* Dedicated
* I Like To Take Challenges.
* Good And Friendly Temperament With Positive Attitude.

**PERSONAL INFORMATION:**

**NAME :** Palak Jain

**Father’s Name** **:** Mr. Manoj Kumar Jain

**Mother’s Name**  **:** Mrs. Anita Jain

**Sex** **:** Female

**Contact**  **:** 8233304212

**Language Known**  **:** Hindi, English

**Hobbies**  **:** Listening Music, Dancing & Book Reading

**Nationality** **:** Indian

**EXTRA ACTIVITIES:**

* Appreciated with the Certificate for presenting paper in National Conference at JVWU, Jaipur, 2018.
* Appreciated with the Certificate for presenting review paper in the international conference at JVWU, Jaipur, 2019.
* Participated in one day hands on workshop “JAVA For Everyone” hosted by Department of Computer Science & Engineering in Associated with CSE Database Technology Laboratory.

**DECLARATION:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.