#### **ARCHANA YADAV**

#### +91 7275265268

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# **PERMANENT ADD:-**

Vill:- Kalana haripur marrow

Dist:- Allahabad (U.P.) 221503

#### **OBJECTIVES:-**

To work with an organization where can learn new skill and increase my abilities for the organizational Goals as well as myself.

#### **EDUCATIONAL QUALIFICATION:-**

- Pursuing B.A University of UPRTOU
- Pass out 10<sup>th</sup> from U.P Board
- Pass out 12<sup>th</sup> from U.P Board

#### **TECHNICAL QUALIFICATIONS:-**

- ADIT Advance Diploma (vocational) course in ,IT, NETWORKING & Cloud Computing
- > CTS Completed my vocational training of computer operator and programming assistant (COPA) from National Skill Training Institute (NSTI), Allahabad Uttar Pradesh.
- CITS completed Computer Software Application (CSA) coarse from National Skill Training Institute (NSTI), Vadodara Gujarat

### **TECHNICAL Skills:-**

- Completed Microsoft Technology Associate (MTA)coarse
- ➤ IBM SKILLS Builds' Course Completion Certificate 10Tips That Can Make Anyone A Microsoft Word Expert | Lifehack.org
- Improving Your Computer Literacy: Indeed Career Guide
- ➤ IBM SKILLS Bulids Course Completion Certificate Red Hat Enterprise Linux Technical Overview
- ➤ IBM Skills Builds Course Completion Certificate Information Literacy Skills: Definition and Examples |Indeed Career Guide
- Completed course Certificate CyberScurity

## **WORK EXPERIENCE:-**

FRESHER

#### **STRENGTH & HOBBIES**

 Hard & smart working • Honest & punctual • Good communication skill **PERSONAL DETAILS:-**Father's Name : Dan Bahadur Yadav Date of Birth : 05/01/2001 : Female Gender Marital status : Unmarried Nationality : Indian : Hindi , English Language

Date .....

(Archana kumari )