

# Shivam Kumar

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Address: Narsinghpur, Gurugram, Haryana – 122001

Date of Birth: 21-04-2004

## Career Objective

To secure a position in a reputed organization where I can apply my computer knowledge, teaching skills, and technical abilities for the success of the company and my professional growth.

## Education

Class	Board/Institute	Year	Percentage
12th	Bihar School Examination Board, Patna	2023	60.2%
10th	Bihar School Examination Board, Patna	2021	60.8%

## Computer Courses

- ADCA (Advanced Diploma in Computer Applications)
- ADFA (Advanced Diploma in Financial Accounting)

## Skills

- MS Office (Word, Excel, PowerPoint)
- Tally ERP9 / Tally Prime
- HTML, CSS (Basic Web Designing)
- Adobe Photoshop
- Typing & Internet Skills
- Teaching & Training Skills

## Experience

Computer Teacher – SK EDUTECH (2023 – Present)

- Teaching MS Office, Tally, HTML, CSS, Photoshop to students.
- Guiding students in practical computer applications.
- Preparing notes, assignments, and projects for training.
- Conducting seminars and presentations for students.

## Achievements

- Certified in ADCA & ADFA courses
- Certificate in Tally ERP9

## Personal Details

- Father's Name: Mr. Amarnath Sharma
- Languages Known: Hindi, English
- Hobbies: Reading, Computer Learning, Teaching