

## **SANDEEP KOHLI**

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### **Career Objective:-**

Seeking a job where I can challenge my potential, Put my skills to good use and grow my career exponentially. Should emphasize their eagerness to learn, willingness to contribute, and desire to gain valuable experience in the industry.

### **Academic Profile:-**

- BCA Completed from “Modern College of Professional Studies” Batch (2022-25).
- 12<sup>th</sup> Passed out from “Sahil Public School” (CBSE Board) 2022.
- 10<sup>th</sup> Passed out from “Sahil Public School” (CBSE Board) 2020.

### **Experience:-**

#### **Back Office Executive (Part-Time):-**

- Aditron India Pvt. Ltd., A-23, Sector-57 Noida ,Pincode:- 201301
- Jan 2023 – Present (Work from Home)
- Preparing tax invoices based on client purchase orders for mechanical product "Rotary Joint" in multiple sizes.
- Generating challans, creating letterheads, and assisting with client document preparation.
- Coordinating with 4–5 purchasing companies monthly for accurate documentation.
- Earning ₹50 per invoice on a part-time basis (Annual earnings: ₹5000–₹6000 approx). .

### **Skills:-**

TECHNICAL SKILLS	SOFT SKILLS
HTML,CSS, BASIC JAVASCRIPT	Good In Communication
Basic Programming	Team Work
Typing Speed in English (35 WPM)	Adaptability
	Experience With AI Tools Eagerness To Learn

### **Project:-**

- # PORTFOLIO WEBSITE.
- # QUIZ APP.
- # CURRENTLY WORKING IN RESTURANT WEBSITE OR CLOUD KITCHEN STORE.

**Hobbies And Interests:-**

- Cooking.
- Cricket.
- Listening to music.

