

Saloni Kumari

BCA Student | Aspiring IT & Technical Support Professional | Skilled in Java, Tally & MS Office

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Professional Summary

Enthusiastic and detail-oriented BCA student with hands-on experience in AI and META processes, strong foundation in Information Technology, and certifications in Technical Support and Diploma in IT. Skilled in Java, Tally, and MS Office applications with proven ability to adapt quickly, manage multiple tasks, and collaborate effectively in team environments. Passionate about leveraging technical knowledge and problem-solving skills to contribute to organizational growth.

Work Experience

- AI Process Intern – COGITO SEC-02 (6 months): Experience in AI process handling and support.
- META Process Intern – SEC-18 (5 months): Experience in META process management.

Education

- Bachelor of Computer Application (BCA), Indira Gandhi National Open University (IGNOU) — Pursuing (2023–2026)
- Senior Secondary (Class XII), Rajkiya Sarvodaya Kanya Vidyalaya, Delhi — 2023
- Secondary (Class X), Government Girls Secondary School, Delhi — 2021

Certifications

- Diploma in Information Technology — Lal Bahadur Shastri Training Institute (LBSTI), Phase III
- Technical Support Training — Idemia India Foundation

Technical Skills

- Java — Programming Fundamentals
- Tally — Accounting Software
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Information Technology Fundamentals
- Troubleshooting & Technical Support

Interpersonal Skills

- Strong multi-tasking ability
- Quick learner with adaptability
- Effective team player and collaborative approach
- Positive attitude with problem-solving mindset

Hobbies & Interests

- Exploring emerging technologies and digital tools
- Participating in cultural and creative activities
- Music appreciation for relaxation and focus
- Continuous self-learning through online platforms

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.