



Uttara C



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ABOUT ME

A passionate and enthusiastic second-year BCA student at Anna Adhars Women's College, looking for opportunities to apply my knowledge and skills in the field of computer science and information technology.

EXPERIENCE

- **2022 - PRESENT**

Chennai

XEROX SHOP (PART TIME)

- Assisted customers with filling applications for PAN cards, passports, voter IDs, and other services.
- Managed the document collection process, ensuring all information was correctly filled and submitted.
- Provided high-quality Xerox and printing services while maintaining a professional and customer-friendly environment.
- Handled payments, billing, and daily cash register management.

EDUCATION

- **2023- PRESENT**

Chennai

ANNA ADARSH COLLEGE FOR WOMEN

- Bachelor of Computer Applications.

- **2016-2022**

Chennai

ST JOSEPHS GIRLS' HIGHER SECONDARY SCHOOL

SKILLS SUMMARY

- HTML
- CSS
- JavaScript
- Basic Computer skills
- Sales Assitance