



# YASH KUMAR

## PROFILE

A dedicated and enthusiastic BCA graduate with a computer diploma and basic web development knowledge. Eager to contribute to administrative and support roles with excellent computer handling, data entry, and team coordination skills. Seeking an opportunity at Danblock to grow and support team operations efficiently.

## CONTACT

### PHONE:

702-716-7015

### EMAIL:

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### LinkedIn

## STRENGTHS

- Quick Learner and Adaptable
- Reliable and Detail-Oriented
- Confident with Computer Systems
- Basic Technical Understanding

## LANGUAGES

Hindi – Fluent

English – Professional Proficiency

## HOBBIES

- Drawing & Painting
- Poster Designing
- Volunteering in Social Activities
- Reading Tech Blogs & Articles
- Listening to Motivational Podcasts
- Traveling & Exploring New Cultures

## EDUCATION

- Bachelor of Computer Applications (BCA)  
MDU University, Rohtak  
Year of Completion: 2025.
- Diploma in Computer Applications  
SICT Computer Coating Center, Sonipat  
Year of Completion: 2021

## PROJECTS

- Currency Converter Web App  
Created using HTML, CSS & JavaScript  
Features currency input, flag icons, and responsive layout
- Netflix Clone Website  
Designed using HTML and Bootstrap  
Demonstrates layout and styling ability

## SKILLS

- MS Office (Excel, Word, PowerPoint)
- Email & Internet Operations
- Data Entry & Record Management
- HTML, CSS, JavaScript (Basic Knowledge)
- Communication & Time Management
- Teamwork & Fast Learning

## Achievements & Extracurricular Activities

### NSS & YRC Volunteer (2020 – Present)

- Served as an active volunteer in various social awareness and service programs for 5 years
- Participated in blood donation camps, cleanliness drives, tree plantation, and health awareness rallies

### Awards in Painting & Poster-Making Competitions

- 2nd Prize – Inter-College Poster Making Competition (2024)
- 1st Prize – District-Level Painting Competition (2024)

