

Objective

A motivated BCA graduate with strong knowledge of Data Entry and Microsoft Office. Seeking an entry-level position as a Data Entry Operator or Office Executive where I can utilize my computer skills, accuracy, and dedication to support organizational work and growth.

Shubham Kumar

Contact

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Sahebganj, Jharkhand (816109)
- 28-09-2004

Languages

Hindi
English

Core Computer Skills

- Data Entry (Fast & Accurate)
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Internet & Email Handling

Strengths

- Hard Working
- Honest & Responsible
- Quick Learner
- Time Management
- Team Work

Awards And Achievements

- Active volunteer for Helping Hands Sahibganj
- Received recognition for managing records during internship

EDUCATION

- Secondary School Certificate (2019–2020) – JAC board
- Higher Secondary Certificate – Science (2020–2022) – JAC
- BCA (bachelor of computer application) (2022–2025) – Sahibganj College

PROFESSIONAL EXPERIENCE

- Fresher (Actively seeking an entry-level opportunity)
- Practical knowledge of Data Entry and Microsoft Office
- Experience through academic projects, training, and practice work

COMPUTER COURSES

- ADCA (12 months)
English+Hindi Typing (6 months)
- AICT Computer
Centre Sahibganj (2024-2025)

PROJECTS / PRACTICAL WORK

- Created Excel sheets for data management and record keeping
- Prepared documents and reports using MS Word
- Designed presentations using MS PowerPoint
- Performed data entry tasks during training and practice sessions

Declaration - I declare that all the above information is correct to best of my knowledge and belief