

Resume

Greetings,
I'm Prashant Tyagi

House No. - 441, Ladukheda, Saiyan, Agra
Pin Code - 283124
(+91) 9917990086
tyagiprashant730@gmail.com

Career Objective

Aspiring Computer Operator seeking to leverage comprehensive knowledge of computer applications and data management to contribute to the efficient operations of a dynamic organization.

Education

March 2024 - Present

Ask Foundation of Education and Technology, Agra - *Advanced Diploma in Computer Application (ADCA)*

August 2023 - February 2024

Ask Foundation of Education and Technology, Agra - *Diploma in Computer Application (DCA)*

April 2023 - April 2024

S.C.B.S Inter College, Mukhrai - *Intermediate*

June 2021 - April 2022

S.S.D Sr. Secondary School, Brathala - *High School*

Professional Experience

July 2023 - Present

N.D Public School, Brathala - *Teacher & Administrative Officer*

- Record Keeping.
- Data Entry.

Core Competencies

- Effective oral and written communication.
- Ability to evaluate and maintain accurate records.
- Strong passion for continuous learning and growth.
- Effective system management.

Technical Skills

- Computer Knowledge
 - Windows 7, 8, 10.
- Basic Knowledge of HTML.

- Proficient with Data Entry and management.
- Proficient with Microsoft Office Suite
 - Microsoft Word
 - Microsoft Excel
 - Microsoft PowerPoint
- Proficient in Languages
 - Hindi
 - English

Personal Details

Father's Name - *Mr. Devendra Kumar Tyagi*

Mother's Name - *Mrs. Preeti Tyagi*

Date of Birth - *01/11/2005*

Gender - *Male*

Marital Status - *Unmarried*

Nationality - *Indian*

Declaration

I hereby declare that the information provided is true and accurate to the best of my knowledge. I am eager to bring my skills to your esteemed company and am committed to contributing to your success.