

ABHISHEK KUMAR

Computer Professional

Professional Summary

Motivated BCA graduate with knowledge of MS Office, Tally Prime, computer fundamentals, data entry and basic IT support. Seeking an entry-level position to contribute and grow professionally.

Education

Qualification	Institute/Board	Year	Result
BCA	Mahatma Gandhi University, Motihari	2023	72.60%
Intermediate	BSEB	2020	81.20%
High School	BSEB	2018	78.40%
DCA	Star Computer Center	2022	A Grade

Skills

• MS Office • Tally Prime • Data Entry • Typing (Hindi & English) • Internet & Email • Basic Photoshop • Communication • Problem Solving

Experience

Computer Instructor | Star Computer Center, Motihari (Jan 2023 – Present)

- Taught computer fundamentals, MS Office and typing.
- Assisted students and maintained records.

Projects

- Student Management System (Excel)
- Office Inventory Management (Excel)

Certifications

DCA, Tally Prime, MSCIT, Internet & Email

Personal Details

Father: Sanjeev Kumar Prasad

Nationality: Indian