

ABHISHEK SINGH

COMPUTER TRAINER & ACCOUNTANT

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Mailing Address
Jaunpur Uttar Pradesh

Objective

- Looking for a position where I can secure my own skills and enhance it to an extent that it makes the industry flourish

Education

Bachelor of Science: Chemistry |2017| C.S.J.M UNIVERSITY KANPUR, UTTAR PRADESH

Computer Skills

- | | |
|--------------|---------------------------------|
| · Tally | Excel |
| · Corel Draw | Photoshop |
| · Data Entry | Typing Hindi & English (25 WPM) |

Experience

Accountant – May-2019 to Dec 2019

Bhadohi Carpet Company

- Expertise in Maintaining detailed logs and reports of services performed, profits, and budget information
- Maintain Account and ledger detailed

Teacher and Trainer – Jan 2020 to June 2021

BCI Computer Institute Bhadohi

- Had Trained computer operators
- Taught Microsoft Office Tally Coreldraw Photoshop

Teaching & Management – July 2021 to Jan 2024

Jss Infotech Bhadohi , Varanasi

- Managed the accounts of all the related branches
- Had trained computer Operators
- Took theory classes in which taught students Computer Fundamentals, Microsoft office, Tally and Coraldraw.
- Encouraged the staff and colleagues to work efficiently
- Visited all the related branches very often to inspire students for polishing their computer skills
- Actively participated in team management work
- Inspired team performance through putting the best efforts in teaching

Certifications

Advance Diploma in Computer Application (ADCA)

Master Diploma in Computer Application (MDCA)

Certificate of Computer Accounting (CCA)

Hobbies

Playing Cricket

Reading, Books

Profile

Father's Name	: -	Tilakdhari Singh
Mother's Name	: -	Uma Singh
Date of Birth	: -	18 Nov 1996
Language	: -	Hindi, English

Date:

Signature