

AASIF

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Objective

To work with an organization that can provide me an Innovate and challenging any type of work environment in which I can fully utilize my capabilities for the growth of the company.

Professional Experience

1. Working with Aakash BYJU'S

With 300+ branches spread across India; Aakash BYJU'S is a giant with more than 2 Lakh 50 thousand students when it comes to Medical, Engineering & Foundation coaching. In the business of making others believe they can and helping them overcome all the hurdles. Aakash BYJU'S has the best hierarchy systems in educational Institutions.

- Designation : EDP Executive
- Company : Aakash BYJU'S
- Duration : Jan 2023 to Present

Job Description

1. Students Data base Management.
2. Preparing Question Papers Time Table with Academic Head - Weekly / Monthly.
3. Maintaining Course wise Student Data.
4. Typing Question Papers & Making Results of students.
5. Responsible for other work related to EDP.
6. Coordinating with Admin, Faculty, Marketing Department.

2. Worked with Takshila Institute Pvt. Ltd.

- Designation : EDP Executive
- Company : Takshila Institute Pvt. Ltd.
- Duration : Feb 2021 to Dec 2022

3. Worked with Pixel Walkerr

- Designation : DTP/Graphic Designer
- Company : Pixel Walkerr
- Duration : Feb 2019 to Jan 2022

Professional Education

One year Diploma in Software Engineering (Hardware, Software, Networking & Multimedia)

- Six Months Diploma in **DTP (Desktop Publishing)**
- Good Knowledge in **MS-office**

Academic Credential

- Bachelor of Arts from Delhi University in 2018.
- Intermediate (Science) from U.P Board in 2015.
- High School from U.P Board in 2013.

Professional Strengths and Computer Software Skill

- Leadership, Hardworking, Communication
- MS-Office
- Adobe PageMaker
- Adobe InDesign
- Adobe Photoshop
- Corel Draw
- Equation Editor (Maths Type)

I can easily flexible and work on any software. And I can work well with PDF like PDF editing correction merge PDF and different type of work of PDF files.

Interest and Hobbies

- Singing, Listening Music, Know about new technology

Personal Details

Permanent Address : H. No. 1159, Aman Vihar, Naipura, Loni, Ghaziabad, Uttar Pradesh
Date of Birth : 12 / 12 / 1997
Languages : Hindi & English
Marital Status : Married

Date:

Place:

(AASIF)