# AVIRAL PANDEY

**Curriculum Vitae**

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Gram v post jahanabad Fatehpur, Uttar Pradesh, India

## CAREER OBJECTIVE

A dedicated and hardworking candidate with vocational training in Computer Operator and Programming Assistant (COPA) from Jwala Prasad ITI Ghatampur Kanpur Nagar . Seeking an opportunity to apply my technical skills, expand my knowledge, and contribute to the growth of a progressive organization while developing myself professionally.

## PERSONAL DETAILS

| Detail | Information |
|---|---|
| Full Name | Aviral pandey |
| Father's Name | Ajay Pandey |
| Date of Birth | 15/07/2004 |
| Gender | male |
| Nationality | Indian |
| Marital Status | unmarried |
| Languages Known | Hindi (Fluent), English (Intermediate) |
| Address | Gram v post jahanabad Fatehpur, Uttar Pradesh, India |

## EDUCATIONAL QUALIFICATION

| Qualification | Institution / Board | Year | Result |
|---|---|---|---|
| ITI (NTC) - COPA (Computer Operator and Programming Assistant) | Jwala Prasad iti Ghatampur | 2024 | 90.75% |
| Intermediate (12th) | Vivekanand Vikash sansthan | 2020 | 78% |
| | | | |
| Bachelor of art | Allahabad university | 2023 | 59.5% |

| | | | |
|---|---|---|---|
| Cits (CSA) | Nsti Kanpur | Appring | |

## PROFESSIONAL TRAINING AND TRADE

**ITI - Computer Operator and Programming Assistant (COPA)**

Institute: Pvt ITI Hardoi

The COPA trade is a vocational training program focused on computer operation, office automation and basic programming. Areas of training include:

- Computer fundamentals, hardware and operating system basics
- MS Word: document creation, formatting, tables, mail merge
- MS Excel: data entry, formulas, functions, sorting, filtering and charts
- MS PowerPoint: creating and presenting slides
- Internet usage, email and online research
- Typing and documentation practice
- Basics of programming and database concepts

## CERTIFICATIONS AND COURSES

**( Computer Applications)**

- MS Word
- MS Excel
- Typing and documentation (Hindi and English)

## TECHNICAL SKILLS

- MS Word
- MS Excel
- MS PowerPoint
- Computer typing (Hindi and English)
- Data entry and documentation
- Internet research and usage
- Email communication

## KEY STRENGTHS AND SOFT SKILLS

- Communication skills
- Time management
- Hardworking and dedicated

- Quick learner, keen to explore new computer tools
- Ability to work with accuracy and attention to detail
- Team player with a positive attitude

## WORK EXPERIENCE

One Year Experience HAL company Lucknow

## LANGUAGES

| Language | Proficiency |
|---|---|
| Hindi | Fluent |
| English | Intermediate |

## HOBBIES AND INTERESTS

- Exploring new computer tools
- Practicing typing and writing
- Learning via YouTube and online platforms
- Reading educational books

## DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge and belief.

Date: _____

Place: _____

**(AVIRAL PANDEY)**