ATUL KUMAR

Curriculum Vitae

Phone: 9001267212 | Email: kr148494@gmail.com Address: pd Nagar lig68 sector A Unnao, Uttar Pradesh, India

CAREER OBJECTIVE

A dedicated and hardworking candidate with vocational training in Computer Operator and Programming Assistant (COPA) from Government ITI hardoi. 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	Atul kumar
Father's Name	Raj Kumar
Date of Birth	10/07/1988
Gender	male
Nationality	Indian
Marital Status	married
Languages Known	Hindi (Fluent), English (Intermediate)
Address	pd Nagar LIG 68 sector A Unnao, Uttar Pradesh, India

EDUCATIONAL QUALIFICATION

Qualification	Institution / Board	Year	Result
ITI (NTC) - COPA (Computer Operator and Programming Assistant)	Pvt ITI Hardoi	2026	86.75%

Intermediate (12th)	Pt. Dev krashn inter collage sagwar Unnao	2002	60%
High School (10th)	S V H S School Nihali Khera Unnao	2000	49.5%

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

Indian Army service 20 year in department store keeper .

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: _____

(Atul Kumar)