

ROSHAN KUMAR

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📍 Sundar Nagar Doraha 141421, Ludhiana, India

EDUCATION

10th

Dasmesh Model Senior Secondary School

04/2016 - 04/2017

Doraha, Ludhiana

Marks

- 94%

12th

Guru Nanak National College Doraha

03/2018 - 03/2019

Doraha, Ludhiana

Marks

- 90%

Bachelor of Arts and Humanities

Indira Gandhi National Open University

07/2019 - 07/2022

Khanna

Marks

- 62%

Advance Diploma In Computer Application

Shri Guru Hargobind Computer Education

07/2020 - 07/2021

Doraha, Ludhiana

Proficiency and Skills

- Hands-on experience in data entry and management with 35 WPM Typing Speed.
- Proficient in Microsoft office suite (Word, Excel, PowerPoint)
- Skilled in basic graphic design tools like Canva, Photoshop.
- Basic knowledge of Internet Research and Web Tools.
- Familiar with software installation and troubleshooting.

WORK EXPERIENCE

Freelancer Tele-Associate

IndiaMART InterMESH Ltd.

03/2022 - 09/2023

SKILLS

Critical thinking and problem solving

Adaptability

Strong work Ethics

Oral and written communication

Team work and collaboration

Leadership

LANGUAGES

English

Professional Working Proficiency

Hindi

Full Professional Proficiency

Punjabi

Full Professional Proficiency

CAREER OBJECTIVE

To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

Seeking a challenging role to contribute to academic excellence and foster a love for mathematics among learners.

Create value for my prospective employer through my dedicated and diligent efforts.