JANVI

Computer Software Applications (CSA) | IT & Computer Applications

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PROFESSIONAL SUMMARY

Motivated and enthusiastic computer applications student currently pursuing CITS in Computer Software Applications (CSA) at NSTI Kanpur. Have foundational knowledge of web technologies, database management and office applications, including HTML, CSS, MySQL and MS Office. A quick learner with communication, teamwork and time-management skills, eager to develop technical abilities and contribute to an organization.

TECHNICAL SKILLS

Web Technologies: HTML, CSS

Database: MySQL and database fundamentals

Office Applications: MS Word, MS Excel, MS PowerPoint

Computer Fundamentals: Computer basics, internet, email and file management

Productivity: Data entry, spreadsheet handling and document formatting

SOFT SKILLS

• Teamwork and collaboration • Communication • Adaptability

• Leadership • Time management • Problem-solving • Quick learning

EDUCATION

Craft Instructor Training Scheme (CITS) – Computer Software Applications (CSA)

National Skill Training Institute (NSTI), Kanpur | Session: 2026–2027 | *Currently pursuing*

Industrial Training Institute (ITI) – Computer Operator and Programming Assistant (COPA)

Government ITI, Pandu Nagar, Kanpur | Session: 2025–2026 | **93%**

Intermediate (12th) – Physics, Chemistry and Mathematics (PCM)

GPMSVM Inter College | UP Board | 2021 | 80%

CERTIFICATIONS AND TRAINING

• CCC (Course on Computer Concepts)

• AI Literacy – SkillBuild

• Typing Certificate

ACHIEVEMENTS

• Secured First Position in a Science Exhibition Competition at school.

• Basic knowledge of Artificial Intelligence (AI).

CAREER OBJECTIVE

To obtain an opportunity in a growth-oriented organization where I can apply my computer knowledge, strengthen my technical skills, learn new technologies and contribute responsibly to team and organizational goals.

DECLARATION

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