Deepika Verma

Computer Operator | Data Entry Operator | Office Assistant

7275892052 | deepikaverma7352@gmail.com | Ambedkar Nagar

CAREER OBJECTIVE

To obtain an entry-level position as a Computer Operator, Data Entry Operator, or Office Assistant where I can use my computer knowledge, accuracy, and organizational skills while developing my professional abilities.

EDUCATION

NTC ITI – Computer Operator and Programming Assistant (COPA)
Government ITI, Jahangirganj
2026 | 93.75%

Class 12 (Science), UP Board
Pt. Ram Awadh Smarak Inter College, Ambedkar Nagar, Masena Mirzapur
2023 | 82%

Class 10, UP Board
Pt. Ram Awadh Smarak Inter College, Ambedkar Nagar, Masena Mirzapur
2021 | 81.5%

TECHNICAL SKILLS

- **MS Office:** MS Word, MS Excel, MS PowerPoint
- **Computer Operations:** Data entry, document formatting, file management, printing and scanning
- **Excel:** Basic formulas, tables, sorting and filtering
- **Typing:** Hindi and English typing
- **Internet & Email:** Internet research, email communication and online information handling
- **Programming Fundamentals:** Basic programming concepts and database fundamentals from COPA training
- **Programming Language:** Python, JS, HTML, CSS, MYSQL

SOFT SKILL

- Attention to detail and accuracy
- Good time management
- Quick learner with a positive attitude
- Teamwork and communication
- Willingness to learn new software and technologies

CERTIFICATIONS

CCC (Course on Computer Concepts), NILEIT, 2026

ADCA (Advanced Diploma in Computer Applications), Samtech Computer Education, 2025