



ASFAQUE JAYA

PROFILE

To leverage my strong computer skills, passion for learning, and ability to quickly grasp new concepts in a dynamic environment. Eager to contribute to a team while continually expanding my knowledge and sharing insights with others.

CONTACT

PHONE:
+91-763-203-9886

ADD : Bara Bazar - Chaibasa

EMAIL:
asfaquejaya123@gmail.com

HOBBIES

Animation,
Learning New Skill,
Love in tech like AI and to explore
more on it,
Photography

WORK EXPERIENCE

Satya Digital

[feb2021]-[nov-2023]

..... 2+ Years

Proficiently managed a diverse array of computer-related tasks including Excel and Word document management, Photoshop, account handling, and government form scheme completion, showcasing exceptional expertise in various computer applications and systems.

Choudhary & Sons

[Aug-2019]- [dec-2020]

I bring extensive expertise in Excel, adept at financial analysis and reporting, coupled with proficiency in Tally ERP for streamlined accounting management and sales oversight.

ACHIEVEMENT / CERTIFICATION

ADCA : (MS Office, Tally, Photoshop etc) by ITCT

C++ , **AC Technician** from **Voltas** (Electrical & Electronics knowledge)

EDUCATION

G.C. Jain Commerce College (Graduation)

[2020] – [2024]

B.Com in Accounts

St. Xavier's Inter College (Inter)

[2017] – [19]

I.Com (Additional: Computer with C++)

SKILLS

