

Suryavanshi Arpana
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OBJECTIVE

To work in a dynamic environment that allows me to utilize my skills effectively while contributing to the organization's success.

SKILLS

Hard Skills (Technical Skills): 1. Proficiency in MS Office (MS Word, Excel, PowerPoint, and graphical Coding, Scratch 2. Data entry and management 3. Basic computer operations and troubleshooting
Soft Skills (Interpersonal Skills): 1. Strong communication skills (verbal and written) 2. Teamwork and collaboration 3. Time management and organizational skills 4. Problem-solving abilities 5. Positive attitude and work ethics 6. Conflict resolution

EXPERIENCE

5/7/2022 - 12/8/2023 **CCPL**
Leader Becoming team members
1/11/2023 - 30/9/2025 **Pratham InfoTech Foundation**
Computer Instructor

PROJECTS

Sankalp **Computer Instructor**
Duration: 1 year 10 months,
Team Size: 24

EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
SSC (10th)	Gujarat board	49.5	2015
HSC (12th)	Gujarat board	51.71	2017
B.com	UNSGU	52.9	2020
MBA (HR)	GTU	69	2022
ITI (COPA)	NCVT		2023

ADDITIONAL PERSONAL INFO

Address: AT .badinagavtha PO. Naktiyahanvat Ta. Subir Di. Dang
Languages: Gujarati/Hindi
Date of Birth: 25/04/2000
Marital status: Unmarried
Nationality: Indian
Religion: Hindu
Gender: Female

Driving license

No