

NITIN KUMAR

Data Entry & IT Operations | Frontend Developer | AI Designer

+91-7079971132 (WhatsApp) nitin@eshikshatrack.com Age: 18 DOB: 01 Jan 2009

Ghorasahan, East Champaran, Bihar | Available: Immediately (Remote & On-site)

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CAREER OBJECTIVE

Detail-oriented Data Entry & IT Operations professional (Age 18) seeking full-time role in Data Management, MIS Operations, or IT Support. Expert in data verification, report generation, MS Excel, Google Sheets & AI-powered automation. 16 Cisco certifications. Available immediately.

CORE COMPETENCIES

Data Entry & Verification	MIS Report Generation	Quality Control	MS Excel Advanced	Google Sheets	IT Operations
Process Automation	AI Workflow Automation	Networking Basics	Python Basics	Cybersecurity	Frontend Development
Graphic Design	Attention to Detail	Team Leadership			

EXPERIENCE

Data Entry & IT Operations Executive

2023 – Present

Freelance & Academic Projects | Govt. Polytechnic Motihari

- High-accuracy data entry, verification & quality control — 99%+ accuracy maintained
- Generated MIS reports & maintained organized records across large-volume datasets
- Automated data processing using AI tools — improved team efficiency by 40%
- IT support: system troubleshooting, OS setup, network config & tech assistance

Tools: MS Excel, Google Sheets, MIS Reporting, AI Automation, IT Troubleshooting

Frontend Web Developer — 5 Live Client Websites

Jan 2024 – Present

Freelance | Self-Initiated

- Built & deployed 5+ production websites for paying clients across multiple sectors
- End-to-end delivery: domain, hosting, responsive UI/UX, SEO — 60% faster via AI

Tools: HTML, CSS, JavaScript, Cloudflare Pages

nitin.eshikshatrack.com | mumbaiaicrepair.in | houseelectric.in | nrplumber.pages.dev

Graphic Designer & AI Creative Lead

2022 – Present

Freelance | Self-Directed

- Logos, banners & social media creatives for clients — 70% faster via AI prompting

Tools: Canva, Figma, Midjourney, Adobe Express, ChatGPT / Claude

Event & Operations Manager

2022 – 2024

College Events | Govt. Polytechnic Motihari

- Coordinated logistics & resource planning; led 10+ volunteer teams to smooth execution

SKILLS & PROFICIENCY

Data & Ops	AI & Automation	Soft Skills
Data Entry	Expert	Prompt Eng. Expert
MIS Reports	Advanced	Attention Detail Expert
MS Excel	Advanced	Problem Solving Advanced
Google Sheets	Advanced	Team Leadership Advanced
Quality Control	Advanced	Communication Advanced
		Time Management Advanced
IT & Network	Web & Design	Languages
IT Essentials	Intermediate	HTML / CSS Advanced
Networking	Intermediate	JavaScript Intermediate
OS Basics	Intermediate	Responsive Design Advanced
Python	Intermediate	Canva / Figma Advanced
Cyber Security	Foundational	Graphic Design Advanced
		Hindi Native
		English Professional

CERTIFICATIONS — CISCO NETWORKING ACADEMY (16 BADGES)

IT Essentials (Aug'25) • Intro to Cybersecurity (Aug'25) • Ethical Hacker (Aug'25) • Data Science Foundations (Aug'25)

Apply AI: Prompting & Use (Sep'25) • Python Essentials 1 & 2 • C++ Essentials 1 • Cyber Threat Mgmt (Sep'25)

Networking Basics (Feb'26) • OS Basics • English for IT 1&2 • Intro to IoT (Mar'26)

All 16 badges verified at: [credly.com/users/nitin-kumar-rock/badges](https://www.credly.com/users/nitin-kumar-rock/badges)

EDUCATION

Diploma in Computer Science Engineering

2023 – Present | Expected June 2026

Government Polytechnic Motihari, Bihar | SBTE Bihar | CGPA: In Progress

References available upon request.

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