

LOVISH KOHLI

Intern and Student

Contact

Ph.no: 864 0000 601
lovishkohli601@gmail.com

Address: VIP ROAD,
Zirakpur,
PIN: 140603,
PUNJAB

Highly motivated and detail-oriented science student with intermediate knowledge of computers. Skilled in note-making for college students, communication in English writing and speaking, and form filling for government services such as passport applications. Achieved a certificate of participation in an AI awareness program by the Government of India. Proficient in Microsoft Word, PowerPoint, Excel, Access, Google Docs, Google Sheets, conversions of all files in every format, and experienced in customer service.

Present Status:

- *(Intern at VisDom DESTINATION Pvt Ltd.)*
(March 2023-present)

Position: Technical Support & Online Paperwork

Education:

- Completed 12th in Science Stream from Sarvodaya Vidyalaya in 2023.
- JEE Aspirant.

Skills:

- Intermediate knowledge of computers, including hardware and software troubleshooting.
- Excellent note-making skills for college students, including summarizing complex information.
- Skilled in communication in English writing and speaking, including presentations and public speaking.
- Basic familiarity with programming languages such as Python, including data analysis and visualization.
- Familiarity with AI concepts and applications, including machine learning and data analysis.
- Engaged with participants and answered their questions about AI, including applications in various fields such as healthcare and finance.

- Proficient in Microsoft Word, PowerPoint, Excel, and Access, including advanced functions and macros.
- Skilled in Google Docs and Google Sheets, including collaboration and sharing.
- Experienced in converting files to every format, including PDF, JPG, JPEG, PNG, ZIP, and RAR.
- Assisted with organizing and promoting the program, including social media marketing and event planning.
- Provided guidance on required documents and procedures, including document verification and submission.
- Strong customer service skills, including conflict resolution and problem-solving.

Certifications:

- Certificate of Participation in AI Awareness, a program by the Indian government in collaboration with Intel.
- Certificate of Participation in Cyber Security, by Mr. Rakshit Tandon

Experience:

- Note-Maker for College Students.
- Created detailed and organized notes for college students in various subjects.
- Collaborated with professors to ensure the accuracy and completeness of notes.
- Used various software tools to create digital notes for easy sharing and accessibility.