Global Institute of Information Technology

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AUTONOMOUS BODY FOR INDUSTRIAL AND VOCATIONAL EDUCATION AND TRAINING

Ministry of Micro, Small & Medium Enterprises Registration No : UDYAM-PB-10-0029983

International Standard Organization Reference Number : QCLQ16051803

Regd. No : PB/JAL1/44565-1

Certificate In Office Automation

Enrollment No : PB/JAL1/44565-1

This certificate is awarded to Vikas Singh son of Sanjay Singh *completed successfully* C O A *duration* 6 months *securing* 440/500 *on* 04/07/2022 *marks from* GIIT Jalandhar.

Center Head

Examiner

Result can be verified from **www.giitonline.com** or by scanning the QR code.

Course title

C O A

Detail Marks

Subject	Total	MM
IT Fundamentals	88	100
MS Word	87	100
MS Excel	86	100
Internet	94	100
Tally ERP 9	85	100
Total	440	500

Projects Submitted

Powerpoint	Qualities of Winner
Typing Speed	32 Words Per Minute

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