

OBJECTIVE

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

KNOWLEDGE

- Data Entry
- MS Word
- MS Excel
- MS powerpoint
- Accounts
- Tally
- Billing
- Basic Computer

LANGUAGE

- English
- Hindi
- Punjabi

EDUCATION QUALIFICATION

P.S.E.B
10th
Passing Year - **2019**
Grades : **85%**

P.S.E.B
12th (Commerce)
Passing Year - **2021**
Grades : **86%**

PROFESSIONAL QUALIFICATION

B.B.A From Panjab University with 80%

TECHNICAL QUALIFICATION

Advance Diploma in Computer Application

STRENGTH

Hardworking,Positive Attitude,Punctual,Quick Learner,Self Motivated

WORKING EXPERIENCE

Fresher

PERSONAL DETAILS

Father Name
Upendra Singh

Gender
Female

Nationality
Indian

Merital Status
Single

Date of birth
03-09-2002

DECLARATION

I hereby declare that the information provided above is true to the best of my knowledge.

PLACE

Ludhiana