



# ENTER NAME

*Student*

## PROFILE

Personal Detail

## ➤ EDUCATION

**COURSE NAME**

*Schooling*

**COURSE NAME**

*Schooling*

**COURSE NAME**

*Schooling*

## ➤ LANGUAGE

Urdu

Kashmiri

English

## ➤ COMPUTER SKILLS

### TECHNICAL SKILLS

- Advanced MS Office
- Tally ERP/Prime with GST
- Web-development
- Email drafting and etiquette
- Computer Fundamentals
- Basic Troubleshooting
- File Conversion,  
Organization & Backup

### SOFT SKILLS

- Communication Skills
- Adaptability
- Confidentiality &  
Discretion
- Problem-Solving  
Mindset
- Time Management
- Attention to Detail

## CONTACT ME



+91 Phone number



email



address

## ➤ WORK EXPERIENCE

**ENTER WORK EXPERIENCE**

Worked as: