

RESUME

Name. :Sonam Singh
Address. :Retghat, Bhopal
Contact. :9301015032
Email Id. :sonamsingh05629@gmail.com

Career Objective:

- I Am Self Motivated and Adaptable Desktop Operator Currently Looking Forward_A Opportunity To Show My Skills And Knowledge To Grow And Improves My Career With A Reputed Organisation.

Academic qualification:

- 10th passed from MP board in 2019.
- 12th passed from MP board in 2021.
- Pursuing B.com from Takshilla College.

Professional Qualification:

- Basic Knowledge About Computer.
- I Have completed Diploma in Computer Application

Experience:

- Fresher

Skills:

- MS-Word
- MS-Excel
- MS-PowerPoint
- Typing

Strengths:

- Motivated
- Hard Working
- Quicklearner
- Adaptable

Hobbies:

- Meeting new people.
- Exploring new Places.
- Learning new things

Personal Details:

- Date Of Birth : 05/02/1998
- Gender : Female
- Marital Status : Unmarried
- Nationality : Indian
- Languages : Hindi, English

Declaration :

- I Hereby Declare That The Above Mentioned Details Are True To The Best Of My Knowledge.

Date -

Place -

Sign.....