



Jais-Amethi
Uttar Pradesh



+91 8795180271



Ma5670188@gmail.com



www.mansoor1155.netlify.app

OBJECTIVE

A highly skilled **MS Office Expert** with over 2 years of experience using Microsoft Office Suite to improve productivity and streamline office processes. Currently pursuing a **Bachelor of Computer Applications** from Amity University Online, expected to graduate in 2027. And utilizing MS Office tools to enhance organizational efficiency.

MANSOOR ANSARI

EXPERIENCE

MS Office Specialist

Self-employed / Freelance

Jan 2025 – Present

- Extensive experience in **Microsoft Word, Excel, PowerPoint, and Outlook**.
- Assisted clients with advanced functions like **data analysis, VLOOKUP, PivotTables, macros, and Excel automation**.
- **2 years** of experience using **Microsoft Office Suite** to improve productivity and streamline office processes.

EDUCATION

- **Bachelor of Computer Applications (BCA)**
Amity University Online, Noida
Expected Graduation: 2027
- **12th Grade**
S.N.A. Inter College, Molvi Kalan
Year of Completion: 2021
- **10th Grade**
Lilavati Inter College, Shahmau
Year of Completion: 2019

SKILL

- **Technical Skills:** Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Workspace, Basic Data Analysis, MS Office Troubleshooting
- **Soft Skills:** Communication, Time Management, Problem-Solving, Adaptability, Organizational Skills