

# MARYAM QURESHI

Delhi | 8448587977 | maryamqureshi069@gmail.com

## CAREER OBJECTIVE

Motivated fresher seeking opportunities in team management, data analysis, data entry, document verification, or back-office roles. Keen to learn new skills and contribute effectively while guiding others wherever possible. Highly adaptable and ready to grow professionally.

## EDUCATION

- 12th - CBSE Board | Percentage: 68%
- 10th - CBSE Board | Percentage: 74.33%

## SKILLS

- Basic MS Excel, Word, and general computer/laptop usage
- Data entry and document handling
- Team coordination and willingness to learn advanced tools
- Good communication skills in English, Hindi, and Urdu

## ACHIEVEMENTS

- 10th Standard - 3rd position in academics (Trophy + Certificate)
- 9th Standard - Throwball, zonal level 2nd position (Certificate)
- 11th Class - Tug of War, school-level 1st prize (Certificate)

## LANGUAGES KNOWN

- English
- Hindi
- Urdu

## HOBBIES & INTERESTS

- Dancing
- Aspiring Entrepreneur / Businesswoman

*I am Hereby Declare That Information Provided Above Is True To The Best Of My Knowledge*