



PKS

PAWAN KUMAR SAUD

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OBJECTIVE

ESTABLISH AN
EDUCATIONAL CAREER BY
WORKING WITH AMBITIOUS,
DEDICATED PEOPLE IN A
HIGHLY PROFITABLE
ENVIRONMENT

SKILLS

- Self –Motivated and hungry to learn.
- Basic programming language i.e HTML.
- Ability to cope up and have patience during difficulties.
- Sociable and friendly
- Basic Computer Operating knowledge
- Honest and Reliable
- Good Communication Skill
- Able to handle accounts and perform all clerical and secretarial duties

EDUCATION

HIGH SCHOOL (10+2)

Little Buddha Academy Secondary School (From 2020-2022)

GPA= 2.97

SECONDARY EDUCATION EXAMINATION (SEE)

Diamond Public Academy (From 2010-2020)

GPA= 3.55

EXPERIENCES & TRAININGS

Computer Operating

IT Zone Computer

(From 13th March 2023 to 13th September 2023)

Completed courses like Computer Fundamental, Word, Excel, PowerPoint, Email & Internet, Access, HTML and PageMaker

