

# Resume

Divya Banjara

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## Profile:

I am a student with some Basic Computer Knowledge and  
Currently Looking for a Job.

## Experience:

I have one year of experience in data entry and computer work  
at a furniture shop, including Tally and MS Excel.

## Educational Qualifications:

- Currently pursuing MCA(Integrated) from Acropolis Institute of Technology and Research
- 12<sup>th</sup> Passed from JNV School, Ratlam (M.P.)
- 10<sup>th</sup> Passed from JNV School, Ratlam (M.P.)

## Computer Knowledge:

- Microsoft Excel
- Tally
- Microsoft Word

## Strengths:

- Fast learner
- Discipline

## Skills:

- Good Communication Skills
- Good Coordination Skills

## Declaration:

I hereby declare the above information is true to the best of my knowledge

Date:

Place : Dewas

Divya Banjara