

Profile

Motivated and responsible fresher with education up to 11th standard and a completed course in Office Automation. Possesses basic knowledge of computer operations, MS Office applications, and office support tasks. Quick learner, adaptable, and ready to contribute positively to a professional work environment while developing practical skills.

Education

11 th standrad

Computer Skills

- **MS Word** – Document creation, formatting, and editing
- **MS Excel** – Data entry, basic formulas, tables, sorting, and filtering
- **MS PowerPoint** – Creating and editing presentations, slides, and layouts
- **Office Automation** – Completed course (Computer fundamentals, office tools)

Skills



Computer Skills MS Word MS Excel

(data entry, basic formulas, tables)

MS PowerPoint Basic Computer

Operations Internet & Email

Handling

Office & Work Skills

- Data Entry
- File Handling & Documentation
- Office Support Work
- Record Keeping

Personal Skills

- Good Communication Skills
- Time Management
- Team Work
- Quick Learner
- Hard Working & Responsible
- Attention to Detail



Experience

Site support Assistant (Painting & Interlock Maintenance)

2 Month -part-time

- Assisted in house Painting Work
- Interlock cleaning & Site Maintenance
- followed safety instructions
- Worked With team & supervisors

Languages

English
Malayalam

Personal Details

Ahmed Faza

Born 05-08-2009

kasaragod,kerala,India