

FARHATH TABASSUM

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OBJECTIVE

Detail-oriented and hardworking BCA student seeking a part-time data entry job. Proficient in typing, data entry, and MS Office, with foundational knowledge in Python, C, and MongoDB. Quick learner with strong organizational skills.

EDUCATION

Bachelor of Computer Applications (BCA)

Bharathidasan University | 2024 - 2026 (Expected)

SKILLS

- Fast and accurate typing
- Data entry and document processing
- Microsoft Office (Word, Excel, PowerPoint)
- Programming: Python, C
- Database: MongoDB
- Multilingual: Tamil, Urdu, Hindi, basic English

CERTIFICATIONS

- MongoDB-related courses

WORK EXPERIENCE

Seeking first professional experience in data entry

LANGUAGES

- Tamil (Fluent)
- Urdu (Fluent)

- Hindi (Fluent)
- English (Basic)

ADDITIONAL INFORMATION

- Always wears a hijab
- Open to remote and part-time opportunities