



KHUSHBOO NAZIR

🎓 *BCA Student | Aspiring Cybersecurity Analyst*
Stoic Learner | Tech Explorer

📍 Srinagar, jammu & kashmir

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EDUCATION

- **Bachelor of Computer Applications (BCA) – 1st Year**
- Government Degree College for Women, Baramulla
2025 – Present

TECHNICAL SKILLS:

- Programming: C, Python (basics & projects)
- Web & IT: HTML, CSS, basic web design
- Software & Tools: Tally, DTP, MS Office, AI tools
- Cybersecurity basics: Network fundamentals, ethical hacking basics
- Data handling: Excel, basic database concepts

SOFT SKILLS:

- Research & Analytical thinking
- Time management & multitasking
- Team collaboration (worked in social media/video editing teams)
- Quick learning & problem-solving

ABOUT ME

BCA student | Cybersecurity & AI Enthusiast | Ethical Hacking Learner
Certified in Computer Applications (NCPUL/NIELIT), with hands-on training in MS Office, digital workflows, data management, and IT fundamentals. Passionate about exploring, securing, and innovating in the digital world. Open to internships and projects where I can apply my skills and grow professionally.

WORK EXPERIENCE

COMPUTER APPLICATIONS TRAINEE

2024–2025

Completed a certified training program in computer applications, covering MS Office, digital workflows, and IT fundamentals.

Gained practical skills in data management, document processing, and basic office automation.

Developed foundational knowledge in cybersecurity and digital problem-solving.

Applied hands-on exercises to enhance accuracy, efficiency, and digital literacy.

Skills: Data Entry Computer Fundamentals, Web Designing, DTP (Designing Tools). Digital literacy & office applications (Business Accounting, DTP)

SOCIAL MEDIA TEAM MEMBER / CONTENT ASSISTANT

2023 – 2025

Assisted in researching and editing video content for an online educational/spiritual platform.

Coordinated with team members to schedule and upload content on social media platforms.

Learned and applied video editing, content optimization, and audience engagement techniques.