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### **\*Objective\***

I am a dedicated and enthusiastic individual seeking an entry-level position in a dynamic organization where I can apply my educational background and basic computer skills. My goal is to contribute to the company's success while gaining valuable experience and growing professionally within the organization.

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### **\*Education\***

12th Pass

Graduated: 2022

Completing my senior secondary education has provided me with essential skills in communication, critical thinking, and teamwork. These skills are crucial for effectively working in a professional setting and collaborating with colleagues to achieve common goals.

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### **\*Skills\***

**Basic Computer Knowledge:-** Proficient in using Microsoft Office applications such as Word, Excel, and PowerPoint. Familiar with internet browsing, email communication.

**Communication Skills:-** Strong verbal and written communication abilities, enabling me to convey ideas clearly and interact effectively with team members and clients.

**Teamwork and Collaboration:-** Experienced in working collaboratively on group projects and participating in team activities, demonstrating reliability and a cooperative attitude.

**Problem-Solving Abilities:-** Ability to analyze situations, identify potential issues, and develop practical solutions to overcome challenges.

**-School Clubs and Groups :-** Actively participated in various school clubs, enhancing my teamwork and leadership abilities.