*RESUME*

Rakhi

Phone NO:9311XXXXXX

[Rakhi@gmail.com](mailto:Rakhi@gmail.com)

Choma village Palam Vihar ,Gurugram Haryana

Objective

Seeking a opportunity to where I will utilise my strong organisational skills ,and educational background and ability to do hard work with peoples . which will help me grow professionally and personally.

Education Qualification

* 10 [2023] 75% {CBSE}
* 12 [2025] 70% {CBSE}

Pass out from – New light Public School

Technical skills

* Power Point MS Word, MS Excel , Power BI

Soft Skills

* Problems Solving
* Good leasining
* Helping person

Certificate & Course

Certificate course in computer application from literacy India with A grade [Apr -sept 2025]

Hobbies

* Dancing
* Reading
* Playing

Declaration :

I hereby declare the above mention information is correct as of my knowledge