Khushboo

Admin Executive

Contact

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- **A.** plot no 1-a g/f Backside bachha floor,South extn dayal sar road,uttam nagar delhi -110059

Education

Ba program

du sol

Aug 2023 - Present

computer operator and programming assistant

Industry training Institute jail road

Aug 2023 - Present

12th

skv janakpuri A1

Grade: 78% May 2022 - May 2023 web application and information technology

10 th

Happy child model school

Grade: 69% Apr 2020 - May 2021

ms office

Action for self reliance and alternative

Grade: 91% May 2023 - Jul 2023

Languages

English Hindi

Softwares

- Zoom
- Microsoft Teams

Objective

Entry-level individual with a proactive mindset, seeking a position to kickstart a career. Eager to apply academic learning, adapt quickly, and contribute effectively to a dynamic team.

Work Experience

Admin executive

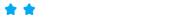
Divyanshi Aviation delhi

Sep 2024 - Present

Good in communication skill ,vender cordination , employee engagement , attendance regularising , travelling coordinator , stock handling ,procurement

Skills

ms office Time Management



Presentation Design Networking

Communication Problem-Solving

★★☆ ★★☆