

# Khushboo

Admin Executive

## Contact

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## 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 |
| ★ ★ ★               | ★ ★ ★           |

