**RESUME**

**Alfi Khan**

**S-Block 221/102 Vishnu Garden - 110018**

**8860195650 alfik6000@gmail.com**

**SUMMARY: - Self-motivated, Critical thinker, Disciplined.**

**Educational Qualification**

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| --- | --- | --- | --- |
| **Degree** | **Board** | **Grade** | **Year of passing** |
| B. Com (Prog.) | SOL Delhi University | Pursuing (65%) | Pursuing |
| 12th Board | CBSE | 74.00% | 2022-23 |
| 10th Board | CBSE | 75.00% | 2020-21 |

**Experience:**

* Fresher.

**Technical skills:**

* MS Office: - MS Excel, MS Word, PowerPoint.
* Editing tools: - Canva, In shot.
* Programming languages: - HTML, CSS and Java Script.
* Communication tools: - ZOOM, Google meet Gmail and Calendar for scheduling.

**Strengths:**

* Dedicative, Hardworking, patience, Punctuality& regularity, honest, reliable, trustworthy, helping, motivated, collaborative, adaptable, good nature.

**Certificate:**

* English speaking and personality development certificate from FEA in 2024.
* Basic computer certificate from BNCS institute in 2023.
* Certificate from BSE as a trader in 2024.

**Extracurricular activities:**

* Travelling, Cooking, vlogging.

**Language known:**

* Hindi, English, Urdu and Punjabi.

**Declaration:**  I hereby declare that all the information above is correct.