

# RESUME

## **ALISHA**

Jalandhar, Punjab

Mobile: 7087928439

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## **Professional Summary**

I am a dedicated and motivated fresher with a strong academic background and basic computer knowledge. I am eager to start my professional career in an entry-level position where I can apply my skills, gain practical experience, and contribute to the success of the organization.

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## **Education**

Matriculation (10th Standard) – 96%

Senior Secondary (12th Standard) – 76%

Graduation – Pursuing

One-Year Computer Course – Completed (Covered computer fundamentals and office applications)

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## **Skills**

- Basic Computer Knowledge
  - Typing Skills
  - Documentation
  - Communication Skills
  - Time Management
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## **Work Experience**

I am a fresher and am currently seeking my first professional opportunity to begin my career and gain practical work experience.

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## **Languages Known**

I can communicate in Hindi, Punjabi, and English.

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## **Declaration**

I hereby declare that the above information is true and correct to the best of my knowledge and belief.