

SNEHA

Phone: 8252075600

Email: sneha07@gmail.com

Location: India

PROFESSIONAL SUMMARY

Motivated and detail-oriented professional with strong communication and technical skills. Eager to contribute to organizational success through hard work, adaptability, and continuous learning.

TECHNICAL SKILLS

Basic Computer Skills, MS Office, Internet & Email Handling

HTML, CSS, Basic JavaScript

Problem Solving & Communication Skills

PROJECTS

Portfolio Website – Designed a responsive website showcasing skills and achievements.

Data Entry & Documentation – Managed records with accuracy and organization.

EDUCATION

Bachelor's Degree / 12th / Relevant Qualification

STRENGTHS

Quick learner, Teamwork, Time management, Adaptability