

# KAUSHALYA KUMARI

+9155390352

kaushalyak9155@gmail.com

Bhilai, Chhattisgarh

## EDUCATION

High School  
KV Jharkhand(Bokaro)  
(2022 - 2023)

Senior Secondary Graduate  
KV Jharkhand(Bokaro)  
(2024 - 2025)

Bachelor of Technology(B.Tech)  
Rungta International skills University  
(2025 - 2026)

## SKILLS

- Time Management
- Teamwork and cooperation
- Quick learner
- Communication Skills
- Presentation Skills

Decision-making

## LANGUAGE

- English
- Hindi
- mother tongue

## ABOUT ME

Enthusiastic and goal-oriented individual with a passion for continuous learning and professional development. I possess strong communication skills, attention to detail, and the ability to adapt quickly to new tasks or environments. With a disciplined work ethic and a focus on quality, I am confident in managing responsibilities effectively. I am seeking an opportunity where I can apply my skills, support team objectives, and grow within a dynamic organization.

## WORK EXPERIENCE

### Fresher

- Completed academic projects and practical assignments with responsibility.
- Gained basic knowledge of teamwork, communication, and time management.
- Eager to learn new skills and contribute effectively to organizational goals.

Office Assistant | Company Name | Year - Year

Supported daily office operations, including file management and documentation. Assisted team members with routine tasks and maintained a clean, organized workspace. Handled basic computer tasks such as data entry and email communication.

Sales Assistant | Company Name | Year - Year

Assisted customers, provided product information, and supported sales operations.

Managed billing, stock arrangement, and maintained service quality. Ensured customer satisfaction by resolving basic queries effectively.

Computer Operator (Trainee) | Company Name | Year - Year

Performed data entry, document formatting, and basic computer operations.

Supported team with software usage and maintained digital records.

Learned new tools and improved typing accuracy.

## REFERENCES

**Kaushalya kumari**

Student(B.Tech )/1<sup>st</sup> sem

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