FINAL PROJECTS

COMPUTER INFORMATION TECHMOLOG

CV RESUME

SPEED SHEET

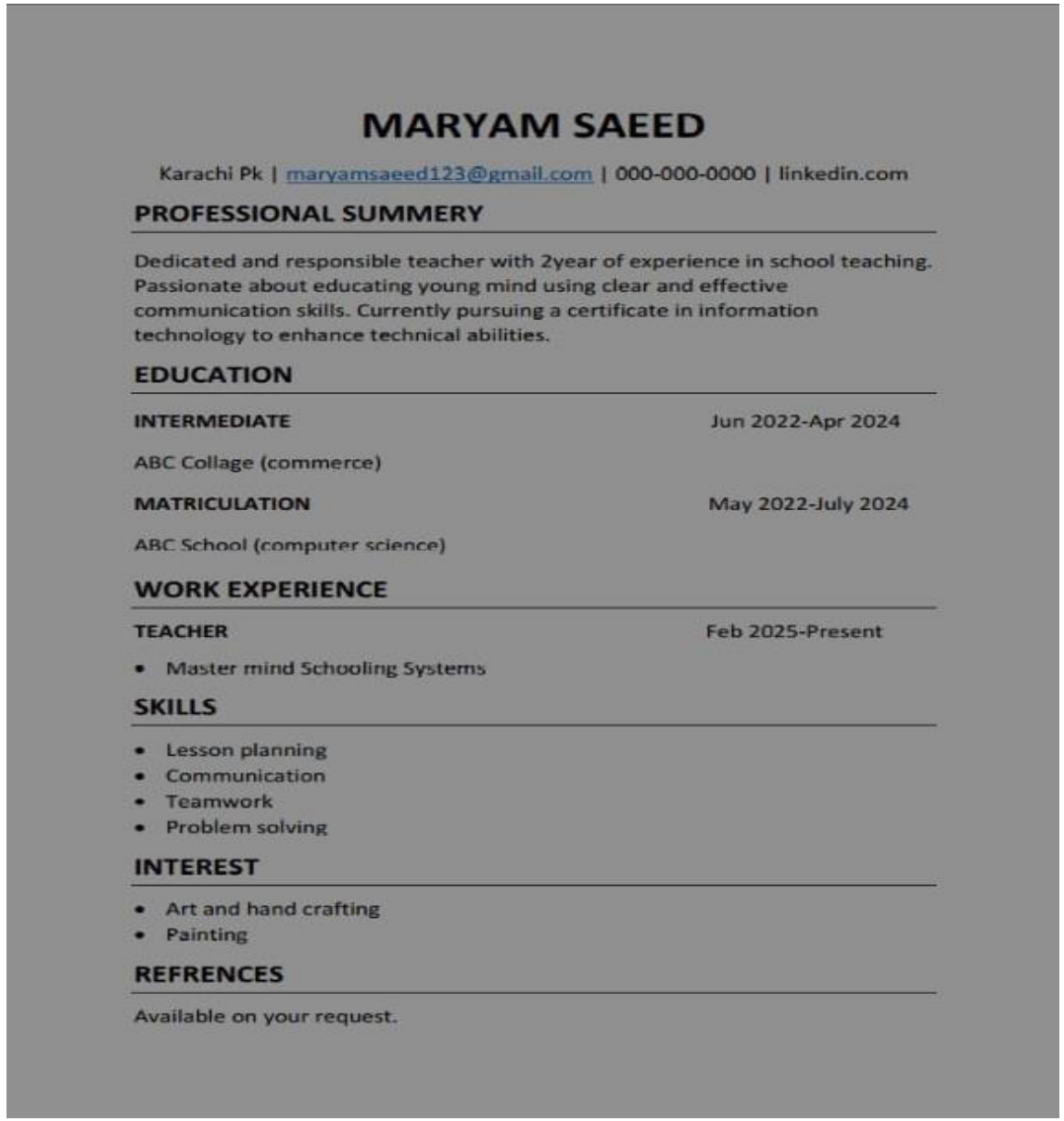
ANALISE

MY RESUME

Consist of five sections which includes

my academic and professional

information.



MARYAM SAEED

Karachi Pk | maryamsaeed123@gmail.com | 000-000-0000 | linkedin.com

PROFESSIONAL SUMMERY

Dedicated and responsible teacher with 2year of experience in school teaching. Passionate about educating young mind using clear and effective communication skills. Currently pursuing a certificate in information technology to enhance technical abilities.

EDUCATION

INTERMEDIATE Jun 2022-Apr 2024

ABC Collage (commerce)

MATRICULATION May 2022-July 2024

ABC School (computer science)

WORK EXPERIENCE

TEACHER Feb 2025-Present

- Master mind Schooling Systems

SKILLS

- Lesson planning
- Communication
- Teamwork
- Problem solving

INTEREST

- Art and hand crafting
- Painting

REFRENCES

Available on your request.

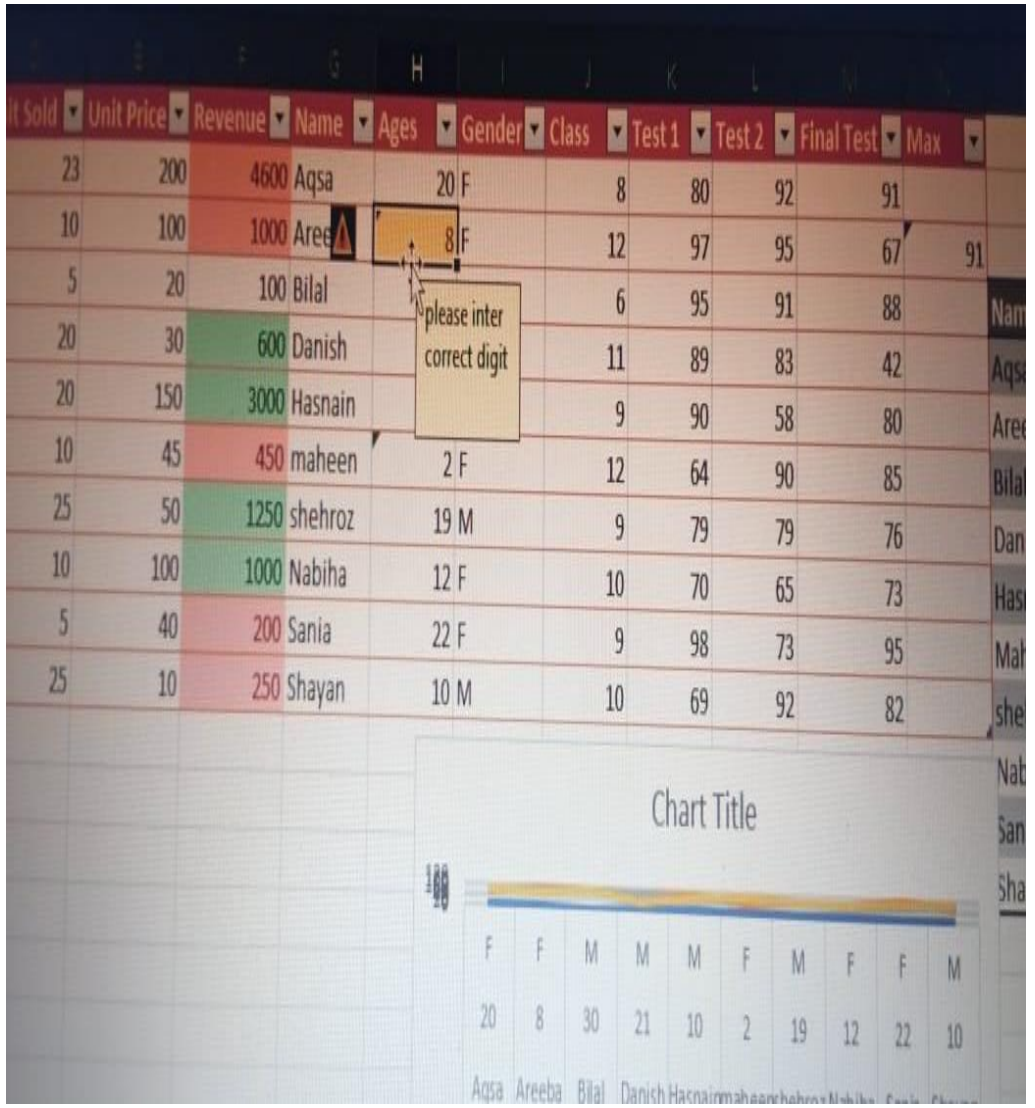
Data Validation

Here I have data validation and restricted

to only enter a number

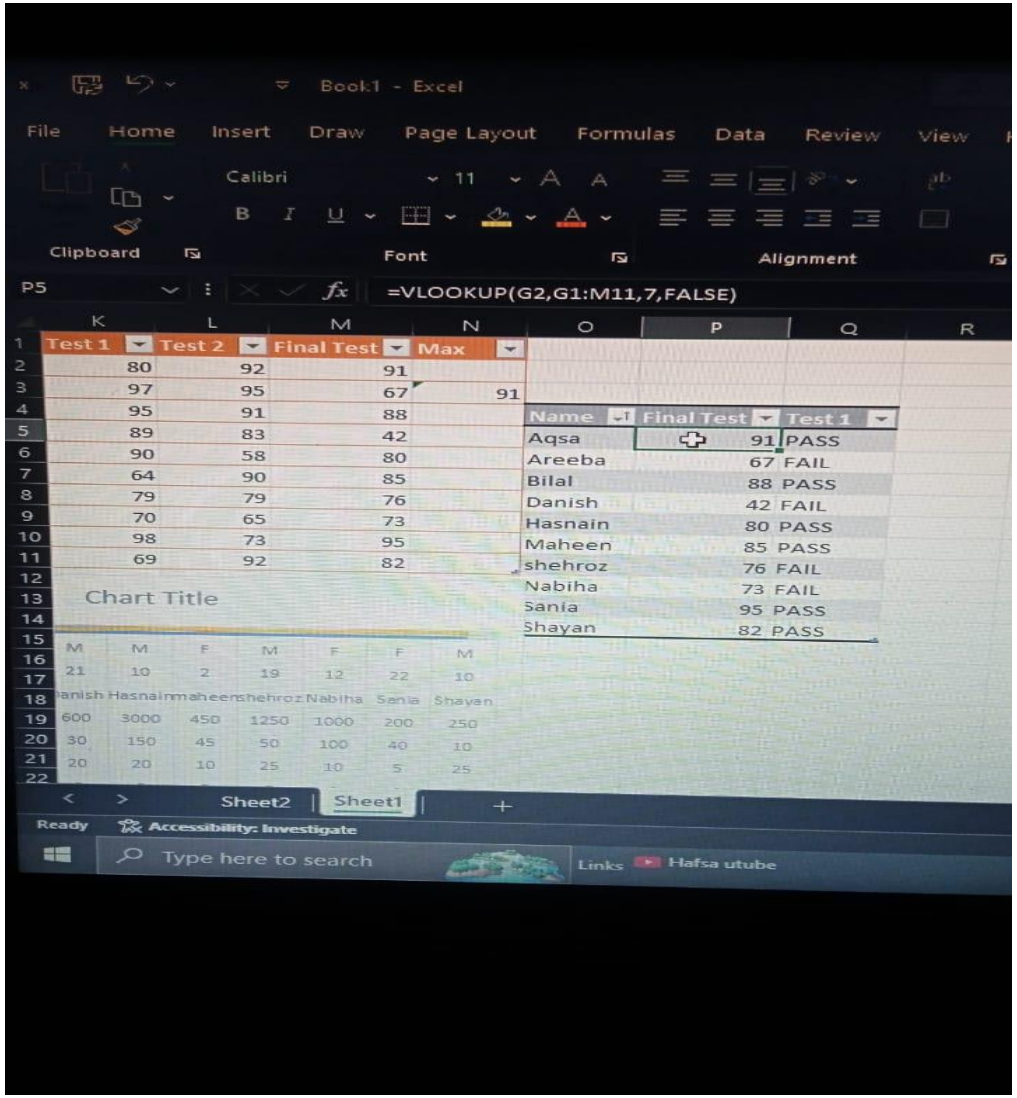
between 1 to 10 and when

he enters another number he gets an error.



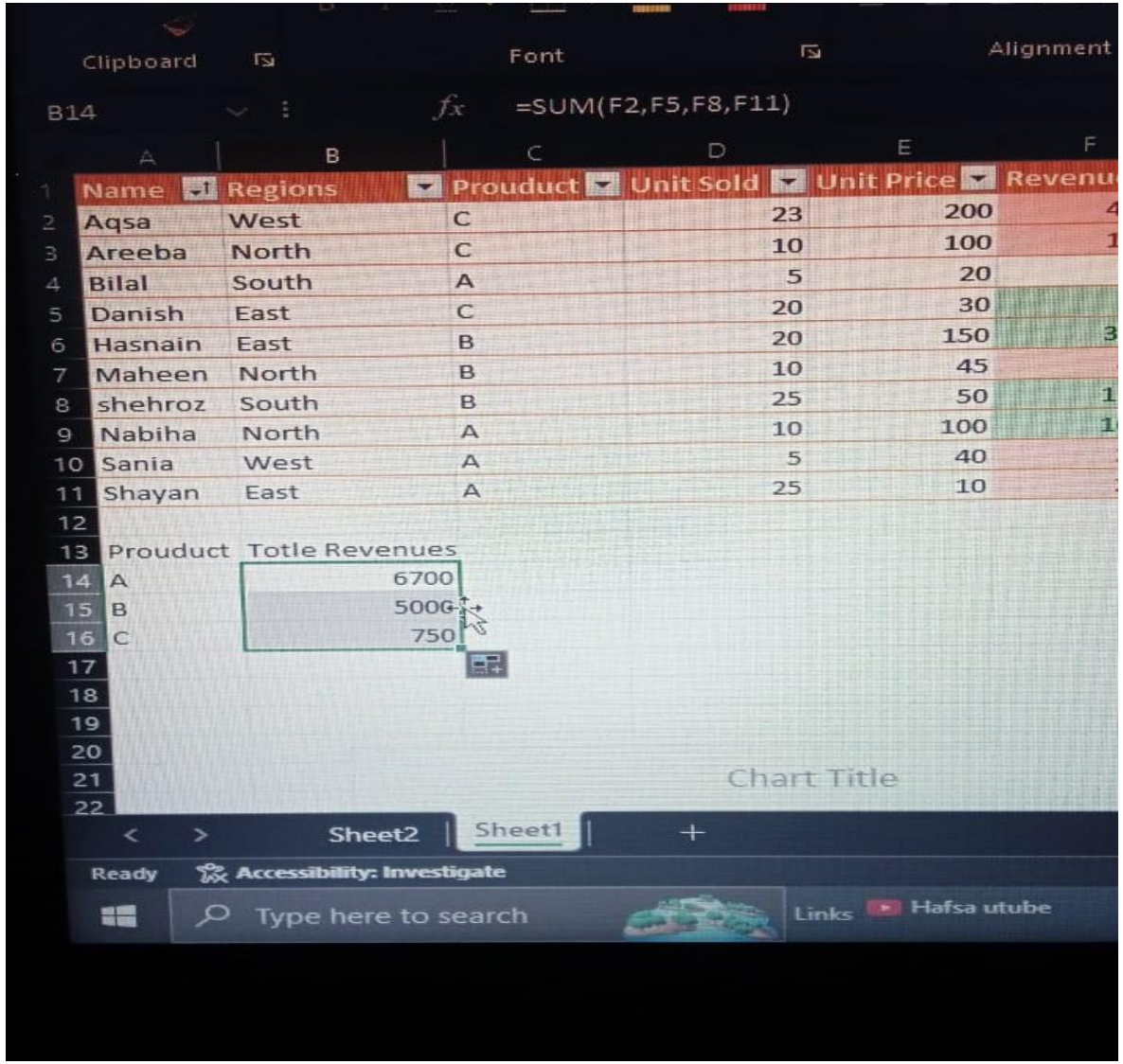
VLOOKUP in Excel

VLOOKUP in excel is used to lookup a certain value in any column.



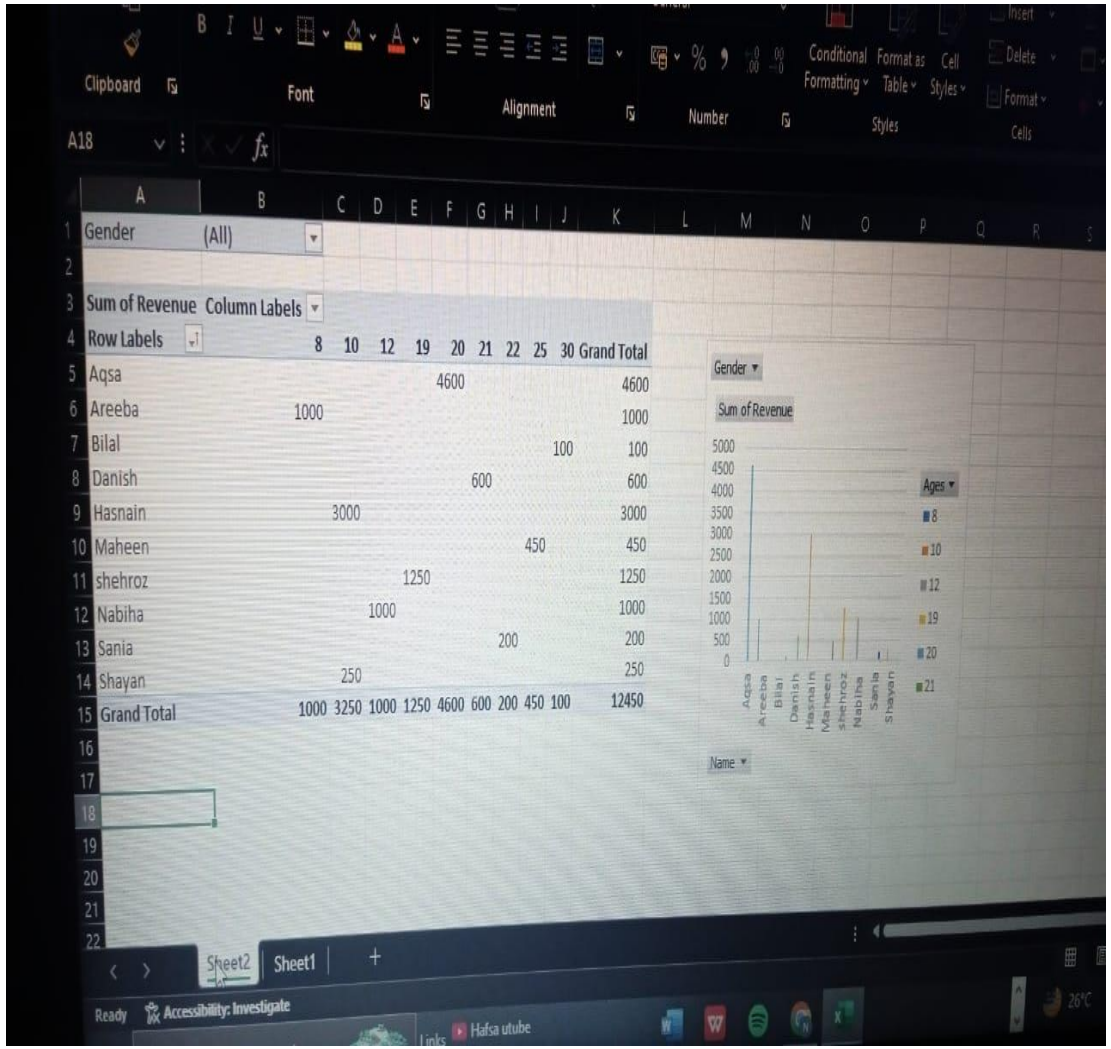
SUM in Excel

Sum Add to number



Pivot Table in Excel

I have created a pivot table in excel to sort and filter my data.

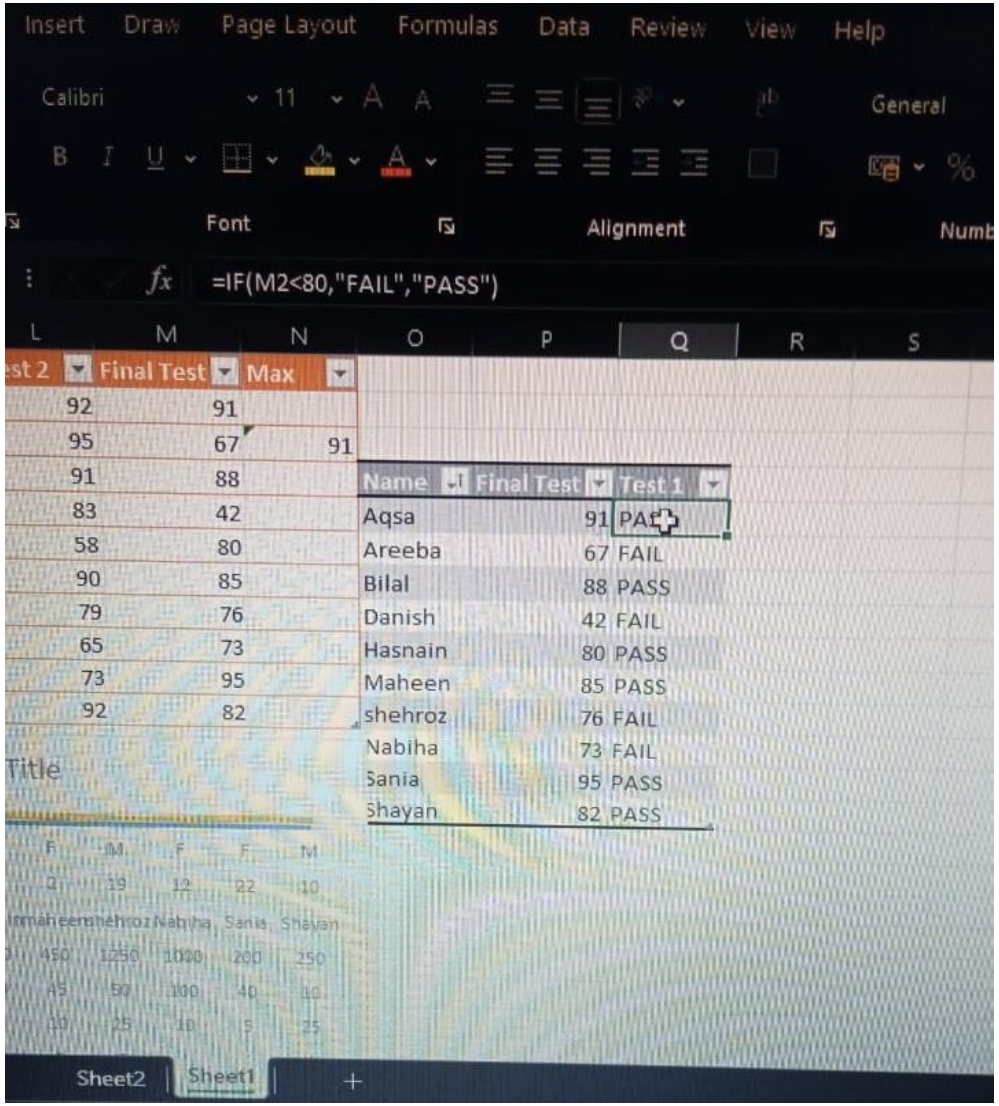


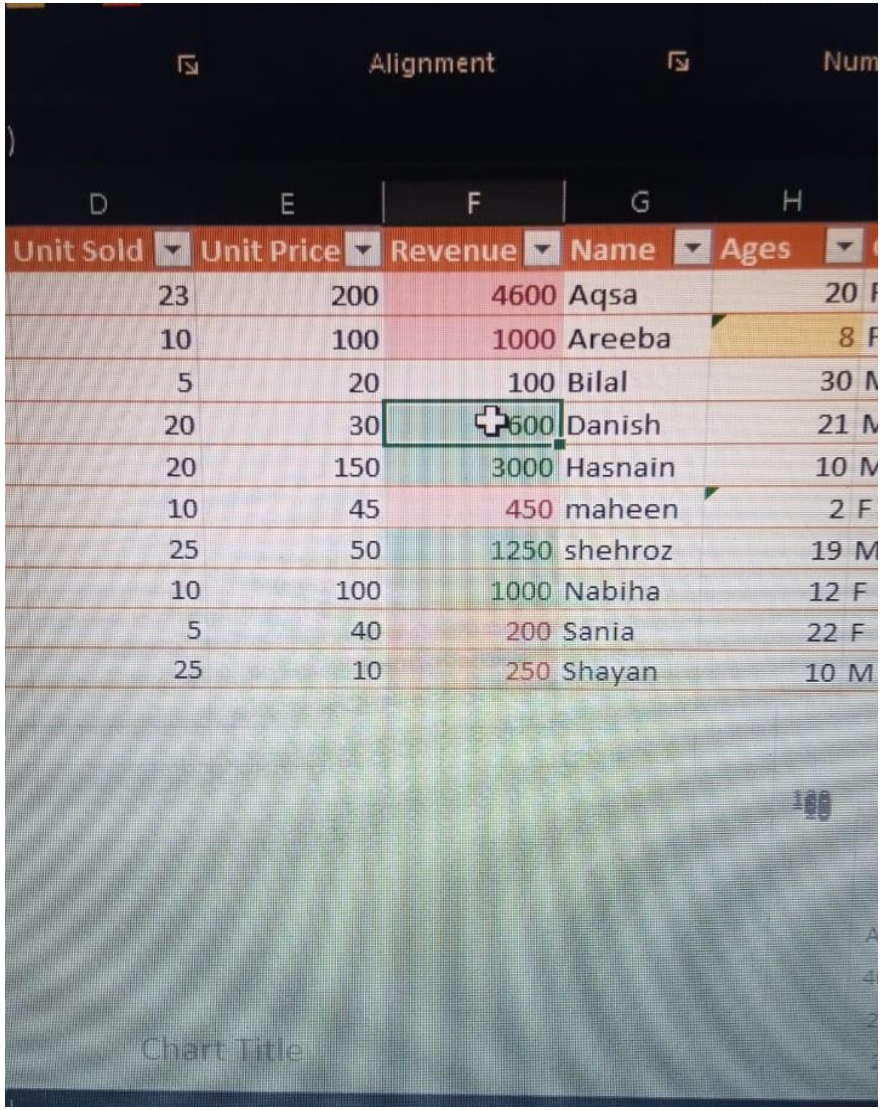
If in Excel

If the condition is TRUE, it shows one result.

If the condition is FALSE, it shows

another result.



Conditional Formatting in Excel

Conditional formatting is used in excel sheets to automatically change the color, style or format of a cell based on a condition.