

# RAO YASIR

## MS OFFICE SPECIALIST



📍 Pakistan: Rawalpindi

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## ABOUT ME

Detail-oriented and self-motivated individual with strong expertise in Microsoft Word, Excel, and PowerPoint, Skilled at creating professional documents, analyzing data, and designing engaging presentations. Eager to apply technical and organizational skills in a professional environment.

## KEY SKILLS

### MICROSOFT OFFICE SKILLS

- Advanced knowledge of MS Word (document formatting, mail merge, reports)
- Proficient in Excel (formulas, pivot tables, data visualization)
- Skilled in PowerPoint (design, animations, business presentations)

## CERTIFICATIONS

- MS Office Automation Certificate – STICS Rawalpindi  
(Which includes Training in Office automation and Data Base Management System -DBMS)

## EDUCATION

- **Matriculation (Science)**  
Army Public School and College (APSACS), Khanewal (2021-2023)
- **Intermediate in Computer Science**  
Army Public School and College (APSACS), Khanewal (2023-2025)

## ADDITIONAL SKILLS

- Data entry and management
- Report writing and editing
- Time management and attention to detail
- Strong communication and interpersonal skills
- 50+ WPM with 99% accuracy