

RAO YASIR

MS OFFICE SPECIALIST

 Pakistan: Rawalpindi

 mreonczar@gmail.com

 +92 306 8884471

 @oneofyasir



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