

# Shaikha Abdul-Ahad

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## ● About Me

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I am proficient in Microsoft Excel, with strong skills in data analysis, pivot tables, and advanced functions like VLOOKUP. I also have expertise in Microsoft Word, creating well-structured documents, templates, and utilizing collaboration tools to ensure quality and efficiency.

## ● Education

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2015 - 2024

**MATRICULATION (Bio Science)** Al-Azhar Academy School

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**Intermediate (Computer Science)** C.M.S GOVT . Higher Secondary (Campus School)

Expected Graduation (2024-2026)

## ● ADDITIONAL INFORMATION

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### SKILLS AND ABILITIES

#### job related skills and abilities

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- Advanced knowledge of Excel functions such as VLOOKUP, HLOOKUP and IF statements.
- Strong ability to manage large data sets, perform data cleansing, and ensure data integrity.
- Experience in financial modeling, budgeting, and forecasting using Excel tools.
- **Basic (HTML, CSS, JavaScript):** Basic understanding of web technologies to collaborate with developers effectively.
- Strong communication skills Exceptional customer service skills
- Ability to work effectively in a team environment or independent
- Basic knowledge of electrical systems and components
- Experience with handling customer complaints and resolving issues in a timely and satisfactory manne