

UME AIMAN

STUDENT

CONTACT INFO

Phone: 03472490743

LinkedIn

Gmail

GitHub

PROFILE

Developed skills in MS Word, Excel, and PowerPoint through a CIT course, with hands-on experience in creating documents, managing data, and designing presentations. Implemented efficient practices in academic projects and focused on building a career in technology (IT) field by learning advanced tools and contributing to real-world solutions.

ACADEMIC PROJECTS

- Designed data sheets in Excel for coursework
- Developed professional documents in Word
- Created academic presentations using PowerPoint

EDUCATION

SKILL

Matriculation from BSEK

2021-2022

Intermediate from BIEK

2024-2025

Technical Skills:

- MS Word: Document formatting, editing, and professional reports
- MS Excel: Data entry, formulas, and spreadsheet management
- MS PowerPoint: Presentation design and formatting
- Basic Computer Operations & Internet Research

Soft Skills:

- Communication and teamwork
- Problem-solving and adaptability