

SHIVAM

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SUMMARY

Recently cleared 12th standard with a strong academic record and a positive attitude towards learning and growth. Highly motivated and enthusiastic to start a professional career where i can apply my knowledge, develop new skills, and contribute efftively to the team. Posses good communication skills, a disciplined work ethic, andthe ability to adapt quickly to new challenges. Eager to build a strong foundation for future career success through dedication and continous improvement.

EDUCATION

CBSE Senior Secondary (12th), Commerce Stream

Sarvodaya baal vidyalaya school [dwarka]

Passed in 2025 with 61%

CBSE Senior Secondary (10th)

Sarvodaya baal vidyalaya school [dwarka]

Passed in 2022 with 80%

EXPERIENCE

- Fresher

SKILLS

- Good Communication
- Basic Commputer knowledge[MS Office: Word, Excel, PowerPoint]
- Time management
- Basic accounting knowledge
- Basic data entry

CERTIFICATIONS

- [Businness Email], [HP Foundation] - [2025]
- [Customer Experience], [HP Foundation] - [2025]
- [Basic Computer Course], [BASICCOMPUTERCOURSE.IN] - [2025]