

RESUME

NAME:- LALITA

ADDRESS:- HN. 1088, Near Post Office , Bijwasan , NEW DELHI

EMAIL ID :- 1208lalita@gmail.com

Objective

I am a Bcom (Prog) Graduate. Looking for opportunities to start my career as a fresher .

Education

- **Atma Ram Sanatan Dharma College, Delhi**
Bachelor of Commerce 2022-2025
- **Kendriya Vidyalaya BSF Camp Chhawla, New Delhi** 2022
12th Commerce Stream
84.8
- **Kendriya Vidyalaya BSF Camp Chhawla New Delhi** 2020
10th
77

Skills

- Basic MS word , MS Powerpoint
- Advanced Excel

Interests

- Data Analysis
- Data Entry
- Human resource
- Finance

Language

- English.
- Hindi

