



DHARUV SHARMA

 KHARAR

 Mobile: 9816190596

 Email: dharuvsharma1363@email.com

CAREER OBJECTIVE

Disciplined and sincere college student seeking a part-time or work-from-home data entry position. I have good typing speed, strong attention to detail, and a commitment to completing work accurately and on time.

EDUCATION

Bachelor's Degree (1st Year – Ongoing)

College Name

Year: 2025 – Present

I am 12th passed

Board:CBSE

Score: 73%

SKILLS

- Data Entry
- Fast & Accurate Typing
- MS Excel
- MS Word
- Google Sheets
- Copy Paste Work
- PDF to Word Conversion
- Internet / Web Research
- Basic Computer Knowledge
- Time Management
- Accuracy & Attention to Detail

WORK EXPERIENCE

Fresher but I have done many assignments for my friends and school mates and also have done many typing assignments for my college friends.

- Capable of handling data entry and typing tasks efficiently
- Maintains accuracy while working with data
- Respects deadlines and completes work on time

- Follows instructions carefully

Why should you hire me-

- Because there many things about my self that should be in a person chasing dreams and who is reliable.

- I am -

- Disciplined and serious about work
- Punctual and time-respecting
- Quick learner
- Responsible and reliable

AVAILABILITY

- Part-time / Work from Home
- 2-4 hours daily

PERSONAL DETAILS

Age:18 years old

I hereby declare that the information given above is true and correct to the best of my knowledge.

- Date:01-03-2026

Signature: Dharuv Sharma