

YOUR NAME

Graduate | Entry-Level Professional

Professional Summary

Motivated and detail-oriented B.Sc. graduate with strong analytical and communication skills. Eager to learn and grow professionally.

Education

Bachelor of Science (B.Sc.) – University / College Name

Skills

MS Excel, MS Word, PowerPoint, Internet Handling, Communication Skills, Time Management

Experience

Fresher – Assisted in documentation, data entry, and administrative tasks.

Hobbies

Reading, Learning new skills, Music, Team activities

Declaration

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