

Divya

Phagwara, Punjab

8699064308

ddivyasingh480@gmail.com

Career Objective

Enthusiastic and self-motivated graduate eager to apply my knowledge and skills in a professional environment. Passionate about learning and growing while contributing effectively to organizational success.

Education

- Bachelor of Arts (BA) | Indira Gandhi National Open University (IGNOU) | 2024
- 12th (Senior Secondary) | T.W.E.I. Sr. Sec. School | 2020

Certifications

- Diploma in Computer Application (Proficient in MS Office, Internet Applications, and Basic Programming)

Work Experience

- Fresher (Eager to gain hands-on experience and contribute effectively in a professional setting)

Skills

- Fast & Accurate Typing Skills
- Strong Computer Literacy (MS Office, Internet Applications)
- Effective Communication & Interpersonal Skills
- Quick Learner with a Problem-Solving Attitude

Languages Known

- Hindi (Fluent)
- Punjabi (Fluent)
- English (Proficient)

Hobbies & Interests

- Cooking & Exploring New Recipes
- Dancing & Expressive Arts
- Reading Books (Personal Development, Fiction)

- Learning & Developing New Skills

Strengths

- Adaptability to New Environments
- Strong Work Ethic & Time Management
- Positive Attitude & Teamwork
- Attention to Detail & Accuracy