

# College Student Resume Sample

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**Your Name**

**Mobile no:**

**Email-ID**



## **Career Objective**

Associate with a progressive organization that gives me the scope to apply my knowledge and skills as well as allows involvement in a team, which dynamically works towards the growth of the organization.

## **Educational Qualification:**

<b>Class</b>	<b>Board/University</b>	<b>Year</b>	<b>Percentage</b>
B.Com	Rajasthan University	20XX	78%
12 <sup>th</sup>	RBSE Board	20XX	82%
10 <sup>th</sup>	RBSE Board	20XX	72%

## **Technical Skills**

- Well versed MS Excel, MS Word, MS Access, MS PowerPoint
- Efficient in Internet and Basic Computer Applications
- Operating Systems: Windows XP/7/8
- Typing Speed 40 W.P.M.

## **Experience**

<b>Organization</b>	<b>Board/University</b>	<b>Year</b>
MyCompanyXyz Ltd	BPO Operator	20XX
MyCompanyXyz Ltd	BPO Operator	20XX
MyCompanyXyz Ltd	BPO Operator	20XX

**Strengths**

- Sincere, hardworking, and honest
- Ability to grasp new skills quickly
- Positive Attitude
- Teamwork skills
- Can execute a task within a given time

**Hobbies and Interest:**

- Dancing
- Listening Songs

**Personal Details:**

Father's Name:

Mother's Name:

Date of Birth:

Gender: Female

Marital Status: Single

Nationality: Indian

Languages are known: Hindi and English

Permanent Address:

**Declaration:**

I do hereby declare that the above information is true to the best of my knowledge. Finally, I request the concerned authorities to provide me a chance, so that I can prove the best of myself. I shall ever be thankful and grateful to you.

**Place:**

Name