

# LAXMI

## CONTACT

**Phone:** +91 9315100414      **Address:** FARIDABAD, HARYANA  
**Email:** laxxii0409@gmail.com

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## PROFESSIONAL EXPERIENCE

### DATA ENTRY EXECUTIVE

- Entered data into company systems with accuracy
  - Maintained and updated basic records and files
  - Checked and corrected simple data errors
  - Followed instructions to input information efficiently
  - Ensured data was organized and easy to access
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## STRENGTHS

- Detail-oriented**  
Capable of handling multiple tasks with precision and attention to detail
- Team Player**  
Comfortable collaborating with others and contributing to team goals
- Self-motivated**  
Consistency work toward personal and professional development
- Adaptability**  
Quick to adjust to new environments, tasks, and challenges
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## EDUCATION

- Class 10th**  
Board of Education, Haryana
- Year of Completion : 2022
  - Percentage : 91%
- Class 12th**  
Board of Education, Haryana
- Year of Completion : 2024
  - Percentage : 92%
- Bachelor of Commerce (B.Com)**  
Pursuing from Delhi University
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## SKILLS

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| <p><b>Microsoft Excel</b><br/>Basic formulas–Proficiency in using simple formulas</p> <p><b>Microsoft Word</b><br/>Able to create, edit, and format documents</p> <p><b>Microsoft Powerpoint</b><br/>Able to organise and use baisc animations to ake presentations engaging</p> | <p><b>Data Entry</b><br/>Ability to input and organize data in spreadsheets accurately</p> <p><b>Communication</b><br/>Strong verbal and written communication skills</p> <p><b>Art and Craft</b><br/>Creative skills in art and craft activities</p> |
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