

Course  
&  
Test Series



CBSE



ICSE



NTSE



Banking &  
Insurance



Central Govt.  
Service



State Govt.  
Services



LAW  
Entrance



MBA  
Entrance



Railways & Metro  
Services

...many more

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## Self-Made Assignment - MS WORD

### Entering & Editing Text , Paragraph Creation in MS Word

#### RESUME

ABC XYZ

Email id: \_\_\_\_\_

Mobile No: 8500XXXX75.

Address: H No: 8-145, Ganesh Nagar,  
Madhruawada, Visakhapatnam 5300045.

#### CAREER OBJECTIVE

- Obtain a responsible position in an organization with the best capabilities, skills and knowledge.

#### ACADEMIC QUALIFICATION:

- 12<sup>th</sup> from Narayana Jr College.
- 10<sup>th</sup> from St Theresa High school.

#### PROFESSIONAL SKILLS:

- Basic knowledge of computer.
- Typing

#### WORK EXPERIENCE:

- Fresher

#### PERSONAL DETAILS:

Father's Name : Ram Mohan P  
Date of birth : 05 April 2002  
Gender : Male  
Nationality : Indian  
Marital Status : Unmarried  
Languages Known : English & Telugu  
Hobbies : Playing Cricket

Place:

Date:

