

# AEJAZ

Executive Secretary

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Kanpur , UP, India



## SUMMARY

Looking for opportunity where i can Use my Computer skills and for professional growth as well as organizational growth.

## EDUCATION

### SGI LalaGaya Prasad Intercollege

12th Standard  
2013-2014

## SKILLS

- Basic Computer
- MS Office ( PowerPoint , Excel , word )
- Google docs and Spreadsheet
- Adobe Photoshop & illustrator

## CERTIFICATIONS

- Diploma in Basic computer

## PROFESSIONAL EXPERIENCE

### Supervisor

I | 2017 - 2022

- Managed Staff
- Manage software