

Fresher CV Sample (Simple & Clean)

Name

Phone | Email | Location | LinkedIn

Professional Summary

Motivated BBS graduate with strong Excel skills. Good at basic accounting and reporting. Ready to support daily tasks and learn fast in a real work setting.

Skills

- MS Excel
- Accounting basics
- Communication
- Time management

Education

BBS, Tribhuvan University, 2024

Projects & Training

- Sales report project
- Basic accounting training
- Excel workshop

Certifications

- Digital Office Skills

Languages

Nepali, English

References

Available upon request.