

ASSIGNMENT WORK SHEET 7 WORK SHEET FOR ALL STUDENT NECESSARY

M.S.WORD Practical Assignment

Assignment 1

CURRICULUM VITAE

DEEPTI RAWAT

H.NO 539/ 078A/ 2A
SHEKPUR KASHAILA
LUKNOW- 226016
Cell No. 9936661642
Email: - ac87riti@gmail.com

DEEPTI RAWAT

REFERENCE BY: Rajesh IT Institute

CAREER OBJECTIVE :

➤ TO Work in an environment where my personality can be improve and I can give them fully satisfaction through my job .

Working Experience:

- Now this time I am working with Nagar Nigam as a computer Operator.
- From 1st April 2012 to 31st December, 2013 as a Computer Operator
- for Account Manage in Biswjeet Associate , that in Associate with API Ansal
- From January, 2010 to till 30th January , 2011 in ICICI Prudential as
- FSM (Financial Services Manager)
- From October ,2009 to January, 2010 in” HDFC Standard Life” as a Financial Consultant.
- From July , 2005 to January , 2010 in P.S. Pharmaceutical as ASM (Area Sales Manager) .
- Six month as a Computer Operator at Account Department in
- “L.D.A”.

PROFESSIONAL OUALIFICATION:

- One Year Computer Diploma (Computer Operator and Programming Assistant from ITI Aliganj, Lucknow .

ASSIGNMENT WORK SHEET 7 WORK SHEET FOR ALL STUDENT NECESSARY

- Hindi and English Typing on Writer and Computer
- Pharma Sales Marketing Training from LITE Institute,Lucknow.
- “Corporate Account Professional Plus with Training “ from
- “Institute of Management and Professional Account Training (IMPACT)”

AREAS COVERED

- MS-Office (Word ,Excel , Power point etc.)
- C++&Cobol Language
- FoxPro Package
- Advanced Accounting
- Computer Accounting
- Computer Accounting(Tally ERP 9)
- Tax Professional (Income Tax Procedure, VAT &CST,& Service Tax)
- Company Law Procedure.
- Liaison Professional (Sale of Good Act, Concept on Consumer Right & Protection Act, Right to information Act.)
- Portfolio Management.

ACADEMIC QUALIFICATION

- Graduation (B. Sc.) from Siddhartha Nagar University in 2016
- Intermediate ICSE Board in the year 2016
- High School from ICSE Board in the year in 2014.

KEY SKILL:

- Like to accept challenges Smart working, punctuality for time & work

PERSONAL DETAILS:

NAME : Deepti Rawat
FATHER'S NAME : Mr. Dileep charandra Rawat
MOTHER'S NAME : Mrs. Kanti Devi Rawat

**ASSIGNMENT WORK SHEET 7 WORK SHEET FOR
ALL STUDENT NECESSARY**

DATE OF BIRTH : 8th Novembers 1999
BLOOD GROUP :
MARITAL STATUS : Single
LANGUAGE KNOWN : Hindi, English
ADDRESS : H. No.539/078/2A,Shekpur kaishaila

Lucknow-226016
Cell no. 9936661642

Date: 15/1/2019
Place: LUCKNOW

(Deepti Rawat)

 **www.r-iti.com**

 **9807711987**

 **rajeshitinstitute@gmail.com**

ASSIGNMENT WORK SHEET 7 WORK SHEET FOR ALL STUDENT NECESSARY



M.S.WORD Practical Assignment

Assignment 2

SPECIMEN OFFICIAL LETTERS

Basti
20 July, 2018

TO
The Commissioner,
Faizabad Division,
Sub: Loss due to flood in river sarjoo
Sir,

I have the honour to submit that there has been a flood in river Sarjoo and the damage inflicted is so considerable that about 75% of the houses of a village have disappeared and many people have drowned. Poor farmers have lost their standing crops and cattles.

There is a great need of official assistance in various forms and I am of the opinion that the Government Should be moved to open a relief camp without any delay.

You're faithfully
Sd/Y.K.Shukla
Basti

To,
The Secretary,
Bihar Education Board Patna-1
Sub,

ASSIGNMENT WORK SHEET 7 WORK SHEET FOR

ALL STUDENT NECESSARY

I beg to inform you that my wife has been working as a teacher in D.A.V. Inter College, Nalanda and the under signed is employed at Dhanbad. None of us is able to look after each other on account of residing at two different place which is extremely painful in our life.

In beg context your kind attention is drawn to a Govt. Order in which there is a provision of placing both wife and husband on one place of service.

I, therefore, request your kind honour to transfer my wife in the D.A.V. Inter college, Dhanbad, Keeping in view the facility provided in the said G.O. your kind help in the metter will earn our sense of gratitude. I hope that our pain and strain in life will certainly get your honour's sympathy and as will as order of transfer prayed for.

You're faithfully



WWW.R-ITI.COM

M.S.WORD Practical Assignment

Assignment 3



Passport
Size
Photo

ROLL NO.	REGULAR/PRIVATE	TRPE OF EXAM	OPTION SUBJECT	RELIGION/SECT
123498	REULAR	FULL	LOGIC & PHILOSOPHY	SUNNI

This is to certify that according to the Board's record ABDUL AZIZ
Son/of Mr. ASHRAF ALI Born on 5-8-1997 has passed 10th examination
Held in April, 2015 from SHREE SHANKAR JANTA, H.S.SCHOOL FROM CHAKKAR
With Frist, Division Conduced by this Board.
Marks Obtained by the candidate in subject are as under.

ASSIGNMENT WORK SHEET 7 WORK SHEET FOR

ALL STUDENT NECESSARY MARKS OBTAINED

SR.NO	SUBJECT	MAX MARKS	MARKS OBTAINED (PAPER WISE)				GRAND TOTAL & RESULT
			I	II	III	TOTAL	
			1	TEOLOGY(SHIA/SUNNI)	300	67	
2	ARABIC LITERATURE	200	65	60		125	
3	URDU LITERATURE	200	73	73		146	
4	GENERAL ENGLISH	100	73			73	
5	GENERAL HINDI	100	73			73	
6	LOGIC & PHILOSOPHY	100	69			69	

The minimum percentage of marks required for passing in the first, second and third division
Are 60%, 45%&33%respectively in aggregate.Destination marks 75% in the subject?

Issued on
July 2005
Lucknow, U.P.

Checked by
Clerk

Sign. Of Principal

(Mohammed Shekeel)
Register

M.S.WORD Practical Assignment

Assignment 4

COMPANY NAME

Street address **SALES INVOICE**
City, ST ZP
Phone No. 0522-22210
Fax: 1100-000-1111CUSTOMER ID
Website: xyz.com

Date
INVOICE#

BILL TO

[NAME]
[COMPANY NAME]
[Street address]
[City, ST ZP]
Phone No.

SHIP TO

[NAME E]
[COMPANY NAME]
[Street address]
[City, ST ZP]
Phone No.

SALES PERSON	PO #	SHIP DATE	SHIP VIA	.O.B	TERMS

ASSIGNMENT WORK SHEET 7 WORK SHEET FOR

ALL STUDENT NECESSARY

ITEAM#	DESCRIPTION	QTR	UNIT PRICE	TAX	TOTAL

SUBTOTAL

OTHER COMMENTS OR SPEACIAL INSTRUCTION	TAXABLE TAX RATE	TOTAL
1. Total Payment due in 30 days 2. Please include the invoice number on your check	TAX	0.00%
	S&H	
	OTHERS	
	TOTAL	\$

MAKE ALL CHEKS PAYABLE TO

[YOU'RE COMPANY NAME]

If you have any questions about this in voice please contact

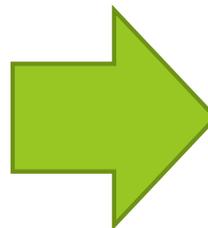
[Name, Phone#, Email@]

THANK YOU FOR YOUR BUSINESS

M.S.WORD Practical Assignment

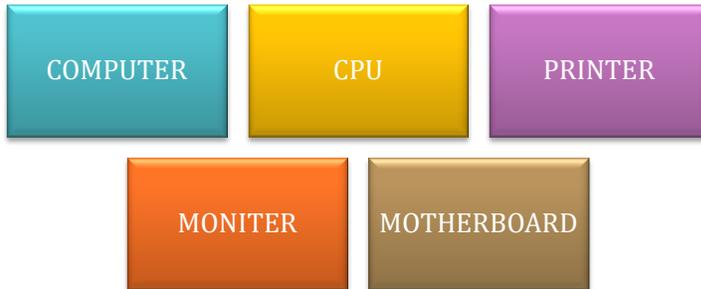
Assignment 5

SHAPE

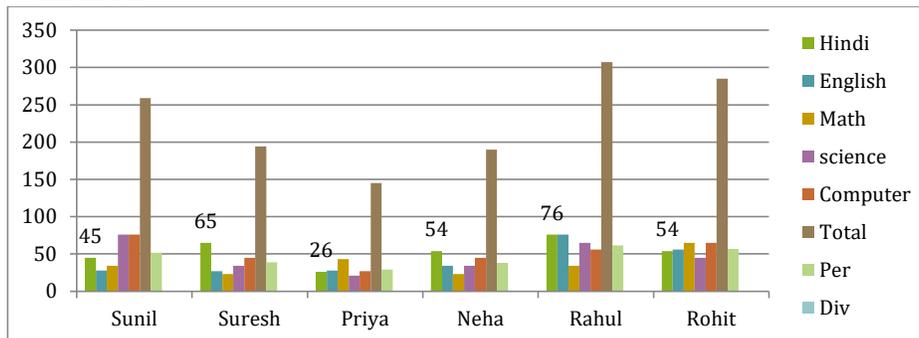


SMART ART

ASSIGNMENT WORK SHEET 7 WORK SHEET FOR ALL STUDENT NECESSARY



CHART



M.S.WORD Practical Assignment

Assignment 6

ORIENTATION

Landscape

On the Insert tab, head your current theme or use the gallery, use always rest

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

Portrait

MS-Word

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

1.COM

Page 8

**ASSIGNMENT WORK SHEET 7 WORK SHEET FOR
ALL STUDENT NECESSARY**

 **A4**
8.27" x 11.69"

SIZE

Column

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your

document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document

building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

CONTENTS

ccc.....	10
Tally	10
olevel	10

**ASSIGNMENT WORK SHEET / WORK SHEET FOR
ALL STUDENT NECESSARY**

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

ccc¹

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

TALLY

OLEVEL

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

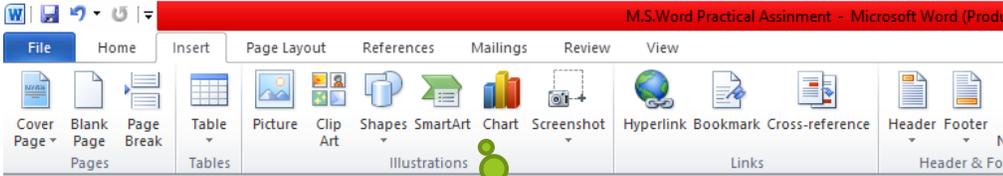
You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

Comment [A1]: This is comment

¹ Course of Computer Concept

**ASSIGNMENT WORK SHEET / WORK SHEET FOR
ALL STUDENT NECESSARY**



**ASSIGNMENT WORK SHEET / WORK SHEET FOR
ALL STUDENT NECESSARY**



CURRICULUM VITAE

SANJEEV KUMAR SINGH

New Delhi

Mobile: -----

Email:-----

Objective

I am looking for the challenging job where I can utilize my talent and knowledge, I want to learn from the organization and growth with organization.

Summer Internship

HDFC STANDARD LIFE INSURANCE LTD. (Jun 2009– July 2009)

- Two month of work experience in HDFC Standard Life Insurance Ltd.
- Company Profile: HDFC Standard Life Insurance Ltd is a multinational company.
- Job Profile-Give financial advice to customer, make lead, meet with customer, recruit financial consultant for company

Qualification

Professional Qualification:

- 2008-2010 - Currently Pursuing Post Graduate Program (Sem- 3rd) in Planning & Entrepreneurship (PGPPE) From Rai Business School, New Delhi. Affiliated Punjab Technical University (Jhalander).

Academic Qualification:

Post Graduation:

M.A (English Litration)
Bhundelkhand Degree College Jhansi, 2007

Graduation:

B.Com(commerce)
Bhundelkhand Degree College Jhansi, 2005

Intermediate:

12th (science)
Bipin Bihari Inter College Jhansi, 2002

**ASSIGNMENT WORK SHEET / WORK SHEET FOR
ALL STUDENT NECESSARY**



Your Company Name

SERVICE INVOICE

Street Address

City, ST ZIP Code

Phone Number, Web Address, etc.

DATE:

INVOICE #:

BILL TO:

Customer #

Name

Address

City, ST ZIP

Country

Contact

JOB:

--

Sales Rep. Name	Terms	Due Date

Description	Quantity	Unit Price	Line Total

	SUBTOTAL		-
Sales Tax	8.000%		-
	TOTAL		-

THANK YOU FOR YOUR BUSINESS!

**ASSIGNMENT WORK SHEET / WORK SHEET FOR
ALL STUDENT NECESSARY**

John Smith, BSW

22 Street Rd.
City, State 00000
Phone: (222) 222-2222
Email: email@address.com

SOCIAL WORKER • CHILD & YOUTH WORKER

Skilled professional with a Bachelor of Social Work and over 5 years of experience in counseling, assessment, crisis intervention, behaviour management, youth education, program and project management, agency partnerships and community outreach for individuals with mental illness and at-risk youth and families from diverse ethno-cultural and racial backgrounds.

Proactively develop, streamline and energize projects, programs and other disciplines to enhance the social, educational and psychological characteristics of students, parents, educators, social workers and the general public. Proven record of success communicating and interacting with clients, physicians, nurses, social workers, family services workers and residential and community agencies.

AREAS OF EXPERTISE

- Youth Outreach
- Public Relations & Community Partnerships
- Prevention & Management of Aggressive Behaviour
- Team Building & Leadership
- Child & Family Services Act (CFSA)
- Youth Criminal Justice Act (YCJA)
- Crisis Intervention
- Interview, Assessment & Negotiation
- Group & Individual Therapy
- Organization & Time Management
- Program & Project Management
- Regulatory Compliance
- Reporting/Documentation
- Administrative & Caseload Management
- Confident Presentation, Communication & Interpersonal Skills
- Microsoft Office Proficiency
- Emergency First Aid & CPR Level B (Adult, Child & Infant)

EDUCATION & TRAINING

- **Bachelor of Social Work (BSW)**
York University, Toronto, Ontario ... Sep. 2005-Oct. 2009
Core Courses include: Social Work Values and Ethics, Social Work and the Law, Social Work and Mental Health, Identity, Diversity and Anti-Discriminatory Practice, Community Social Work
- **Non Violent Crisis Intervention Certification**
Canadian Mental Health Association (CPI Institute) ... Dec. 2009
- **Motivational Interviewing Workshop**
Centre for Addiction and Mental Health ... Jun. 2009

PROFESSIONAL EXPERIENCE

**Ontario Conference Pathfinder Club, Etobicoke, Ontario
Counselor... Jan. 2005-Present**

Educate and guide up to 25 youth, ages 10+, about leadership, peer pressure, independence, becoming involved in their communities, and developing strong character traits through various activities, discussions and counseling

- Coordinate, plan and direct activities with a team of 5 other counselors, reporting to the Supervisor
- Utilize appropriate literature to educate youth on the development of leadership skills
- Assign homework and activities to students; correct work and monitor progress
- Develop strong relationships; mentor and support students with any concerns
- Organize annual camping trip with youth to various locations

ASSIGNMENT WORK SHEET / WORK SHEET FOR
ALL STUDENT NECESSARY

(+92) 0614745398, 03477022126

Father Name: Shamim Ahmed Khan
Email address: rehankhan_mfdhiee@yahoo.com
Nationality: Pakistani
Domicile: Multan/Punjab
Marital Status: Single
CNIC Number: 36302-3398914-7
Religion: Islam



Career Objective

To excel among the Professionals. Where I can utilize my skills with strong commitment and dedication, for the progressive growth of the company.

Skill

- Computer Literate; proficiency in MS Word, Power Point, Front Page
- Excellent Languages Skills; Proficient G. W. Basic & C++
- Web site Development ability.

Education

2009-2011 (B. Tech. PASS) Bachel of Technology in Electrical Technology (waiting for the result.)
Imperial College of Technology & Management, Multan, Pakistan.

2006-2009 (D. A. E.) Diploma of Associate Engineer in Electrical Technology Obtaining 1st Division (2762/3550)
Swedish Institute of technology (1st. Campus) Multan, Pakistan.

2004-2006 Intermediate
Govt. College Multan, Pakistaan.

2004 Matriculation
Govt. Comprehensive School Multan, Pakistaan.

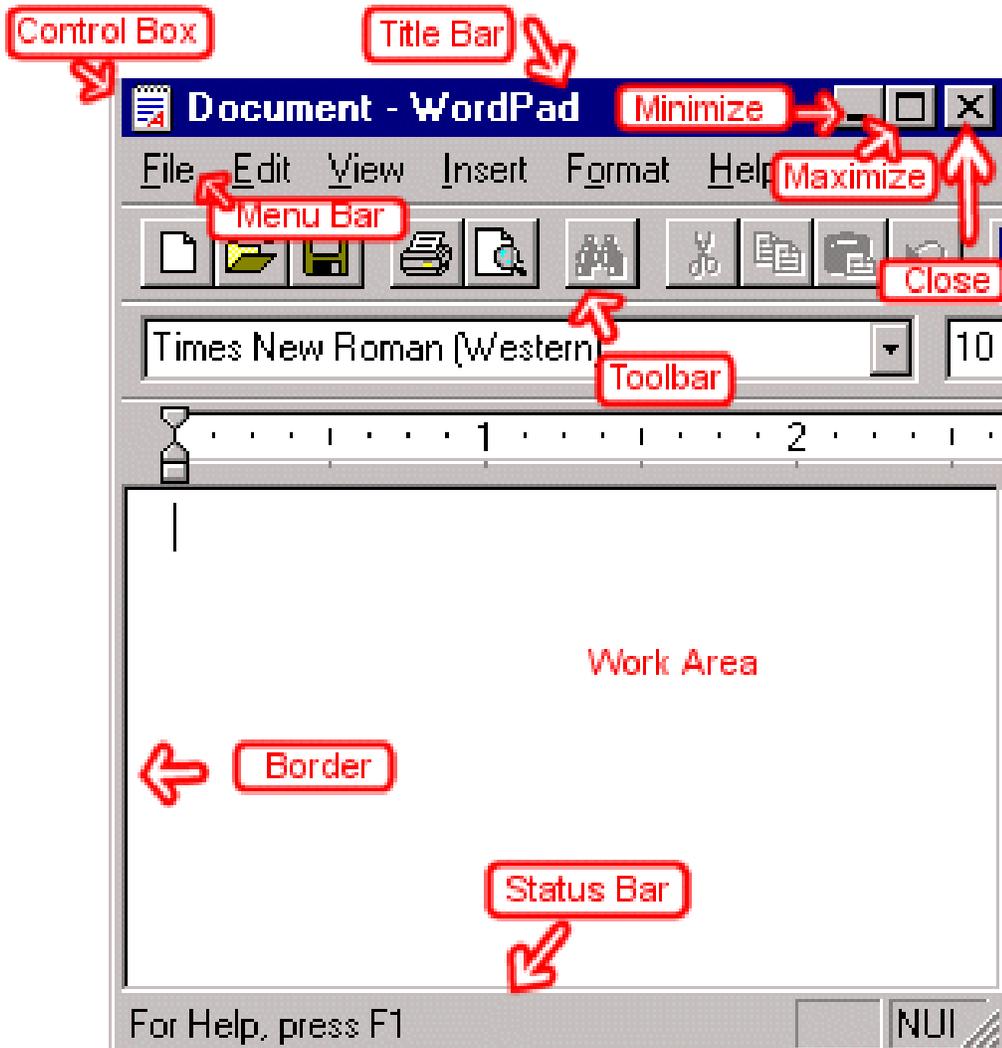
Professional Experience

- 1 **Internship** One year Internship Training in **132kv. Bosen Road Grid Station Multan, Pakistan.**

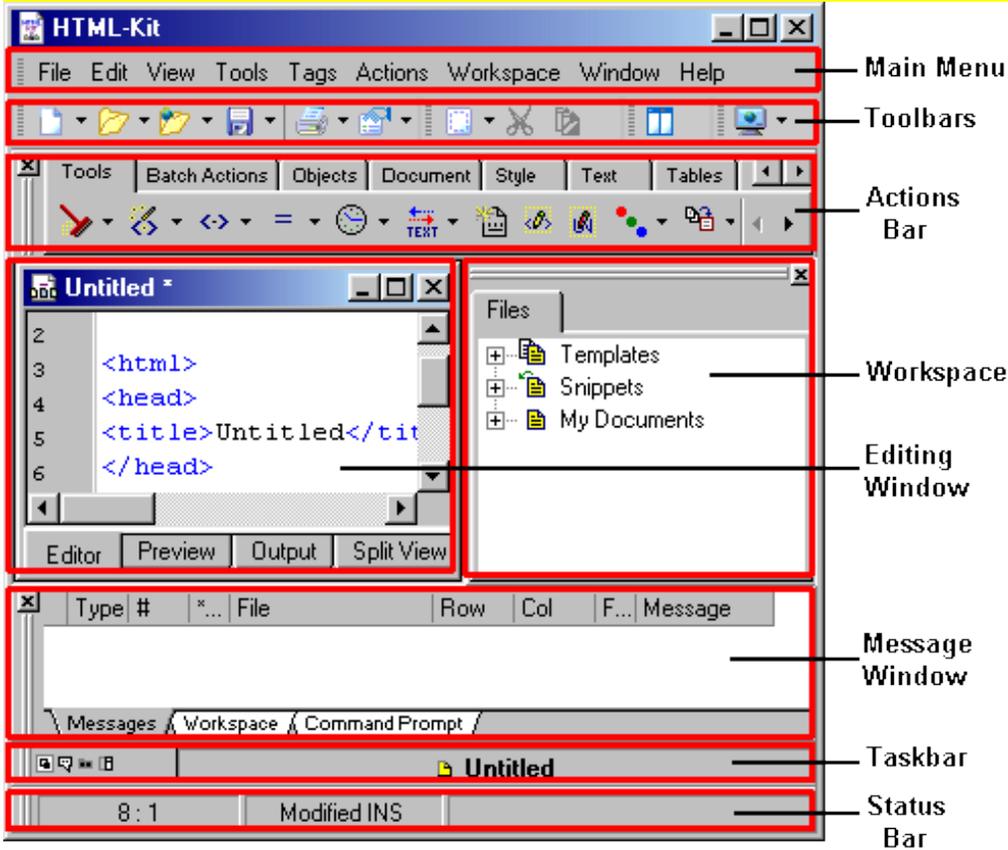
Interpersonal Skills

- Highly developed interpersonal skills with an ability to work with multicultural and multidisciplinary teams.
- Good Analytical and problem solving skills.
- Self-confident and Hardworking nature.
- Ability to work both independently and as a team player.

ASSIGNMENT WORK SHEET / WORK SHEET FOR
ALL STUDENT NECESSARY



**ASSIGNMENT WORK SHEET / WORK SHEET FOR
ALL STUDENT NECESSARY**



**ASSIGNMENT WORK SHEET / WORK SHEET FOR
ALL STUDENT NECESSARY**

GSTIN. : _____		CASH / CREDIT INVOICE		Original For Buyer White	
STATE CODE : <input type="text" value="2"/> <input type="text" value="3"/>				Duplicate For Transporter Red	
				Triplicate For Assessee Blue	
DATE & TIME OF REMOVAL					
Name & Address of Consignee				Invoice No.	
				Date	
GSTIN _____ STATE CODE <input type="text"/>				Vehicle No.	
Description & Specification of Goods	HSN CODE	Packing	Total Quantity (Net)	Rate	Amount
		No. of bundles & Loose / No.			
				Total	
Invoice Value in words Rs. _____				Add CGST	%
				Add SGST	%
				Add IGST	%
				Other	
				Invoice Value	
				FOR	
BANK DETAIL -					
Subject to Indore Jurisdiction					
		E. & O. E.		Authorized Signatory (Signature of the licensee or his Authorised Agents)	