

GAURAVI SAKATE

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Summary

A basic technical skill set centers on foundational digital literacy, enabling you to confidently use modern computers, operating systems, and basic hardware components. It includes proficiency in standard productivity applications for daily office tasks, such as word processing, managing simple spreadsheet data, and building basic slide presentations. Beyond creating documents, these skills cover essential digital communication and collaboration, which involve managing professional emails, organizing digital calendars, and navigating virtual meeting platforms. Finally, a basic technical skillset relies on safe internet usage, encompassing efficient web research, file management across cloud storage systems, and the daily practice of essential online security habits.

Education

Electronics & Telecommunication Engineering, Savitribai Phule Pune University 2024
Pune,India

Skills

Core Computer Skills

- **Operating systems:** Using Windows, macOS, or mobile platforms
- **File management:** Organizing, saving, and finding files or folders
- **Typing speed:** Using a keyboard with good accuracy and pace
- **Basic hardware setup:** Connecting a mouse, keyboard, or printer

Productivity and Office Software

- **Word processing:** Creating and editing text documents (Microsoft Word, Google Docs)
- **Spreadsheets:** Entering data, sorting, and using basic formulas (Microsoft Excel, Google Sheets)
- **Presentations:** Making simple slide decks (PowerPoint, Google Slides)
- **Email tools:** Sending messages, managing contacts, and organizing calendars (Outlook, Gmail)

Internet and Collaboration

- **Web navigation:** Using search engines and secure browsers effectively
- **Cloud storage:** Uploading and sharing files (Google Drive, OneDrive)
- **Virtual meetings:** Joining and hosting calls (Zoom, Microsoft Teams, Google Meet)
- **Online safety:** Recognizing spam, using strong passwords, and browsing safely

Languages

- English
- Hindi
- Marathi

Interests

- Cooking
- Music