**CURRICULAM VITEA**



**FAREEN Ali**

**31/1, Mehrauli, Delhi - 110030**

**MOB: 8929651366**

**CAREER OBJECTIVE**

Wanted to pursue a challenging carrier with a positive frame of mind and strong will to look beyond success. To attain perfection in whatever task I do. My objective is to achieve responsible job and position in my field with my hard work, for I will show my full dedication towards my job and my colleague. To achieve excellence by working towards highest professional standards.

**ACADEMIC QUALIFICATION**

* Post-Graduation from **Mharaja Agrasen Collage** (IGNOU) in 2015.
* Graduation from **Delhi University** in 2012.
* 12th passed from **C.B.S.E.** board Delhi in 2009.
* 10thpassed from **C.B.S.E.** board Delhi in 2007.

**TECHNICAL QUALIFICATION**

* **Information Technology**

(Diploma in Computer Technology)

* **Microsoft Office**(Ms-Word, Ms-Excel, Ms-Power Point, Ms-Access)
* **DTP**(Desktop Publishing)(Coral Draw, Photoshop, PageMaker)
* Computer with typing**(45 words per minute)**

**SHORTHAND**

Shorthand(80 words per minute)

**Typing** 40 words per minutes.

**Work Experience**

* Two year experience with R.S. Public School as a computer teacher.
* Five year experience with **Delhi Metro Rail Corporation** as an Office assistant cum Personal Assistant on **contract base (till now).**

**Personal Profile**

Name - Fareen Ali

Father’s Name - Yusuf

Date of Birth - 19th September 1991

Marital status - Married

Language known - Hindi and English

Hobbies - Travelling and Dancing

Date: ………….

 Place: Delhi