##### Address: - ZEBA PERWEEN

D/O Md. Mohsin

Doranda Line Mohalla

Near Jain Mandir,

Doranda, Ranchi.

Pin-834002

Jharkhand,

INDIA

Mobile no. : 8210657060, 8409607180

E-mail: zperween6@gmail.com

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**Curriculum Vitae**

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| **Objective:** |
| Pursuing a career for utilizing my skills and abilities in an organization that offers professional growth and responsibilities while being resourceful, innovative and flexible. |

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| **Academic Qualification:** |
| 1. **SECONDARY EDUCATION:**  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Sl. No.** | **Class** | **School** | **Board** | **Year of Passing** | **Percentage Marks** | | **1.** | **M.COM** | **Marwari College** | **Ranchi University** | **2014-16** | **70.92%** | | **2.** | **B.COM** | **Marwari College** | **Ranchi University** | **2011-14** | **65.47%** | | **3.** | **12th** | **St. Xavier’s College** | **J A C**  **RANCHI** | **2011** | **58.6 %** | | **4.** | **10th** | **S.S. Doranda Girl’s High School** | **J A C**  **RANCHI** | **2009** | **78 %** | |

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| **Computer Skills:** | | |
| **Computer Course** - | DCA And TALLY | |
| **Software -** | MS Office (Word, Excel, Power Point). | |
| **Operating System -** | Windows XP Professional, Windows 7, Windows 8 & Win 8.1 | |

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| **Work Experiance:** |
| * Working at **ARYA TRAVELS**, H. B. Road Lalpur, Ranchi, Jharkhand as an **Account Clerk**. * Duration – From 15th July 2016 to 30th Sep 2019 * Working at **Nova (IVF Centre),** Bariatu Road, Ranchi, Jharkhand as **IPD Manager**. * Duration - 21st Oct 2019 to Till Date. |

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| **Responsibilities:** |
| * Follow office workflow procedures to ensure maximum efficiency. * Maintain files and records with effective filing systems * Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.) * Greet and assist visitors when they arrive at the office * Perform basic bookkeeping activities and update the accounting system * Deal with customer complaints or issues * Assist in vendor relationship management * Employee Induction * Biometrics // Attendance Management. * Accuracy un payment collection/Receipts. |

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| **Personal Profile:** | | |
| Father’s Name | Md. Mohsin | |
| Date of Birth | 21-12-1992 | |
| Gender | Female | |
| Marital Status | Un-Married | |
| Languages Known | English & Hindi | |

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| **Other Achievements and Hobbies:** |
| * Interest includes Traveling, Making friends & surfing the Internet. |

**Declaration**

I hereby declare that the above-furnished details are true and correct to the best of my knowledge.

**Date:** **(ZEBA PERWEEN )**