#####  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:**

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| **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.
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**Declaration**

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

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