

# RESUME

JABEEN UNNISA BEGUM  
H.No:-8-2-676/1/B/30/7,  
Sriramnagar,  
Road No.12,  
Banjara Hills,  
Hyderabad – 500 034.

Email: [jabbukhan9995@gmail.com](mailto:jabbukhan9995@gmail.com)  
Mobile: 8977028730

## CAREER OBJECTIVE:

Looking forward to associate myself with an organization where there is an opportunity to share, contribute and update my knowledge for development of self and organization.

## EDUCATIONAL QUALIFICATION:

- S.S.C from Govt.Majeedia Girls High School.
- Intermediate (M.P.C) from MAM Model Joiner College for Girls.
- Graduation Complete(B.Com) from Inderaperiya Dershani Govt Degree College for Women.

## STRENGTHS:

- Confidence & Optimistic
- Hard Working
- Quick Learner
- Patience, good analytical and decision making ability
- Self confidence & positive thinking

## TECHNICAL SKILLS:

- D.C.A (Diploma in Computer Application) from NCPUL.
- D.T.P (Desktop Publishing) from NCPUL.
- J.K.C (Jawahar Knowledge Center) from I.P.D.G.

## QUALITIES:

- Caring
- Patience
- Hard-working
- Take Responsibility

## WORK EXPERIENCE:

**June 2017 To Till Date :** Working as Backend Support  
- Insta Global Source Pvt Ltd.

**Company Profile:-** Insta as an BPO & IT company is a leading global technology services provider, delivering business Solutions to its clients in order to meet the challenges and opportunities of new markets and new technologies. Since the beginning, Insta have served our clients with flexibility, effectiveness and integrity.

### **Work Profile:-**

- Work on Data Entry of Customer Query Form
- Work on Customer Emails and Replies According to there Query.
- Work on Office Administration work.
- Work Backend End for Airtel Postpaid Connection.
- Filling Form on Airtel Portal.
- Resolve Customer issues through email or Chat
- Resolve Customer problems of their document on call.

**July 2015 To May 2016:** Worked As Computer Operator  
- Breeze Promotional Concept Pvt Ltd.

**Work Profile:-**

- Work on Data Entry of Customer Query Form
- Work on Customer Emails and Replies According to there Query.
- Work on Office Administration work.

**July 2014 To June 2015:** Worked As Data Entry Operator  
- HDFC BANK, KHAIRTABAD.

**Work Profile:-**

- Work on Customer Cast Finding job
- Work on Calculate EMI Details for Customer Personal Loan and Credit Card Payments.
- Customer Information Entry on portal for approved.
- We Do Calls to the Customer to get the Original Document to Process further.

## PERSONAL PROFILE

Name	:	JABEEN UNNISA BEGUM
Father's Name	:	Mohammed Naseer Uddin
Date of Birth	:	09-09-1988
Gender	:	Female
Marital Status	:	Single
Religion	:	Islam
Nationality	:	Indian
Languages Known	:	English, Hindi & Urdu

**DECLARATION:**

I hereby declare the information furnished above is correct according to the best of my knowledge and belief.

Place: Hyderabad

Date:

**(JABEEN UNNISA BEGUM)**