

CONTACT

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OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

2013 - 2016

- **Uttam P.v.t. I.T.I**
Office Assistants
Perform Data Entry, Maintaining Files, Sorting & Sending Mail

2017 - 2019

- **Shine City Infra Project Private Limited**
Sales Associate
Coordinate Communications, Track and Follow up on Request , Solve Query ,Operated Cash & Cheque Register.

ACADEMIC EDUCATION

2020

- **A.K.T.U University**
MBA (HR/FINANCE) From College Of Management Studies .

2015

- **C.SJ.M. University**
M.com From D.G College .

2013

- **C.S.J.M University**
B.com From Brahmanand P.G College .

2010

- **U.P Board**
Intermediate from Khalsa Girls I C Harjinder nagar kanpur.

2008

- **U.P Board**
High School from Shri Shiv Prasad G G I C kanpur.

TECHNICAL EDUCATION

- COPA (Computer Operator & Programming Assistant) From Awadh ITI Under NCVT.
- CSA (Computer Software Applications) From Advanced Training Institute kanpur.
- CCC (Course On Computer Concept) From NIELIT.
- O Level (Foundation Course Of DOEACC Society In The Field Of Information Technology) From NIELIT.

CERTIFICATE

- **National Certificate In Modular Employable Skills .**
Computer Fundamentals MS-Office & Internet &Tally Under Sector (ICT) Information And Communication Technology.
- **Certificate Of Proficiency.**
(DGET-MIS-Web Portal Training) from Advanced Training Institute Kanpur.

INTERESTS

- Surfing Through Internet.
- Cooking & Baking.

PROFESSIONAL SKILLS

- Communication Skills (Analysts Must Be Good Communicators)
- Problem Solving Skills
- Documentation & Specification Skills
- Analysis Skills

PERSONAL SKILLS

- Time Management (Good Time Management Enables You To Work Smarter)
- Strategies (The Action Of Planning How To Do Or Achive Something)

PERSONAL DETAILS

- Date of Birth : 12/09/1992
- Marital Status : Single
- Nationality : Indian
- Father's name : Basheer khan
- Religion : Muslim

LANGUAGE

- * Hindi
- * English
- * Urdu

ACTIVITIES

- Outdoor Activities
- Farming Activities

SUMMER TRAINING & PROJECT DETAILS

- A study on Training & Development In RSPL (Rohit Surfactants Private Limited Kanpur).
- Reserch Project Report On Effectiveness Motivational Level Of Employees With Special Reference (Lohia Corporation Panki Kanpur).