**RESUME**

Tasneem kausar

**zaheratasneemkausar786@gmail.com**

**Phone no :- 7989670331,8790255184.**

**Career Objective:-**

​To work in a challenging environment by the way of continuous learning and seeking a position to utilize my skills and abilities that offers security and Professional growth while being resourceful, innovative and flexible​.

**Career summary:**​-

* 6 Months Experience, in Techies hub as a Front Office Executive, Dabagardens, Visakhapatnam.
* 3 Months Experience, in Gleed technologies as a Front Office Executive, Dabagardens,Visakhapatnam.
* 1 year Experience, Path lab in Indus hospital as a

 System Operator (Data Entry Executive), Jagadamba Junction,

 Visakhapatnam.

* 3 months Experience, in Gleonet softtech solutions as a Customer care executive (International voice process), Gurudhvara, Visakhapatnam.
* 1 year Experience, in Induz Trading & Logistics(CHA) as a Documentation executive, Waltair Uplands, Visakhapatnam.

**Academic Background:-**

* 2019 Graduation pursuing B.com(Computers), from Andhra University, (Visakhapatnam).
* 2015 XII, Computer Science Engineering (CSE) intermediate from Grace vocational Jr. college, (Visakhapatnam).
* 2011 X, SSC, from Govt Queen Mary Girls High ​School, (Visakhapatnam) SSC.

**Specialization**​​**:-**

* Ms-office.
* Typing.

**Computer skills:-**

* Ms-Office, Photoshop, Internet Surfing.

**Hobbies :-**

* ​Known for New Things.

**Personal Skills:-**

* Good In Teamwork.
* Better understanding of the concept.

**Languages Known :-**

* Hindi, Urdu, English, Telugu.

**Personal Profile:-**

**➢** Name : Sk.Tasneem kausar

**➢** Father Name : Sk.Jahangeer (Late)

**➢**Mother Name : Fathimunnisa Begum

**➢** Mother Tongue : Urdu

**➢** Gender : Female

**➢** Date of Birth : 21-05-1996

**➢** Nationality : Indian

**➢** Community : Muslim

**➢**Address : 24-30-6, Ambusarang Street, Old Post Office,

 Visakhapatnam – 530001, Andhra Pradesh.

**Declaration:-**

I hereby declared that the above information and particulars are true and correct to the best of my personal knowledge and belief.

Place: Visakhapatnam.

Date:

Sk Tasneem kausar