

CURRICULUM VITAE

AMREEN HASAN

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a-H.no T-8 Block B-1 P.H.E.
Colony Arjun Nagar Face-2
Jain Mandir
Bhopal (M.P.) 462003

Professional Summary

Multi-talented Administration consistently rewarded for success in planning and operational Improvements Experience in policy development and staff management procedures positively impacting Overall morale a & productivity

ACADEMIC QUALIFICATION

- ☐ Pursuing MBA
- ☐ Post Gradation Diploma In Computer Application –Makhanlal Chaturvedi University In 2017
- ☐ Gradation- bachelor of Science- Barkattula University In 2016
- ☐ higher Secondary School-MP Board In 2013
- ☐ High School-MP Board In 2011

PROFESSIONAL AND COMPUTER SKILLS:

- ☐ **Master of business Administration.(Pursuing)**
- ☐ **Diploma in computer application (PGDCA)**
Microsoft offices/ Fundamental of commuter/ MS Access/ Disk, Operating System/ Vb. Net/ Systems Analysis & Designing/Internet & E-Commerce, Accounting with Tally
- ☐ **Basic computer course in polytechnic collage-Microsoft offices – Ms Word, Excel, Power point Access and Internet, mails, fax & Scan.**
- ☐ **English Typing- 40 WPM**
- ☐ **Hindi typing- 32 WPM**

PROFESSIONAL EXPERIENCE:

Bhopal E-Governance Limited (IL&FS Technologies Ltd) (Bhopal)

- ☐ **Project I- Modernization of Record Rooms of all the 375 Tehsils in M.P (i.e. MPMRR)**

- ☐ **Project II- MP WebGIS Application.**

DESIGNATION: Typist/ Receptionists & Admin Support MIN SUPPORT (Consultant)

Tenure: 24th 2016 August to till date

KEY RESPONSIBILITIES:

- ☐ Used MS Office to prepare reports, correspondence & other required documents.
 - ☐ Used MS excel to sort, summarize & tabulate various statistical data
 - ☐ Maintained computer filling system to store
 - ☐ Properly Handle & Maintain the Office filling & records.
- Maintain the inward & Outward register.
- ☐ Handle the incoming & Outgoing E-mails and Letters.
 - ☐ Fax, Internet, E-mail, Scan and Photocopy machine.
 - ☐ Operate the MS Office like Ms Word, Ms Excel, Ms Power-Point.
 - ☐ Joining formalities of new joined Peon or Office Boys.
 - ☐ Record keeping of Peon or Office Boy's personal dossier

PERSONAL INFORMATION

- ☐ Name- Amreen Hasan
- ☐ Father Name-Mr. Abdul Hasan
- ☐ Nationality-Indian
- ☐ Category – OBC
- ☐ Date Of Birth -27/06/1996
- ☐ Hobbies-Reading Motivational Books, Listen Music, Internet Surfing, Play Badminton, Work Independently. Multi Tasking, Positive Attitude, Willingness to access new challenges.

- ☐ Maintain of office Assets record.
- ☐ Maintain Monthly attendance of Entire and Forward the attendance to the Accounts Department for the salary calculation
- ☐ Maintain office Vehicle preparing, maintenance and records.

PERSONAL TRAITS:

- ☐ Confidence
- ☐ Willingness to learn new things
- ☐ Good communication skills
- ☐ Straight forward to work
- ☐ Quick learner
- ☐ Good command on excel
- ☐ Ability to cooperate effectively in a multi-cultural environment.

DECLARATION:

I Hereby to declare that all above information am true and correct to the best of my knowledge.

PLACE: BHOPAL

DATE:

AMREEN HASAN