RESUME

**Name:** Humaira Khan

**Address:** 15 Topsia 2nd Lane Kolkata-700039

**Mob:** 8961407909/8777061816

**E-mail:** khanhumaira949@gmail.com

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| Objectives |

To develop and utilize my current skills in a productive environment, while gaining valuable experience in the corporate surrounding.

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| Qualification |

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| Class | Board/University | Percentage |
| b.com | Calcutta university | 53% |
| XII | W.B.C.H.S.E | 63% |
| X | W.B.B.S.E | 66% |

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| Computer Expertise |

* MS Word
* MS Excel
* MS PowerPoint
* Tally ERP9

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| Personal Information |

* **Father’s name:** MdNisar Khan
* **Language known:** English & Hindi
* **D.O.B:** 26th January 1996
* **Permanent Address:** 15 Topsia 2nd Lane Kolkata-700039
* **Experience:** 3 Year Experience in Accounting cum Administrator field in

A Partnership Firm

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| Hobbies & Interest |

* Travelling
* Giving Tuition

Date: …………………………………….

Place: Kolkata Humaira Khan