**CURRICULAM VITAE**

**Name :- Flora Aao   
Mobile :- 7896819699  
Email :- [floraao0655@gmail.com](mailto:floraao0655@gmail.com)**

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**CAREER OBJECTIVES :**To work with full strength in a dynamic organization which provides new challenges that help to add value to the organization and the individual. Seeking a challenging career to value on performance, where I can enhance my working skills, strenghth and experience which helps me to build up a better carrer & achieve my set goals.

**ACADEMIC QUALIFICATION** :

|  |  |  |
| --- | --- | --- |
| **EXAMINATION/DEGREE/DIPLOMA** | **BOARD/UNIVERSITY** | **INSTITUTION/COLLEGE/SCHOOL** |
| HSLC (10th) | SEBA | Carmel Residential High school, Tezpur |
| HSSLC (12th)  (Undergraduate) | AHSEC | St. Joseph Convent High secondary school, Tezpur |

**COMPUTER SKILLS** :

Diploma in Computer Application  
DTP (Desktop Publishing)  
Tally, Computer type-writing.

**WORK EXPERIENCE** :

Worked as a Assistant Key-Teacher Under RAISE-North East in 5 selected government Schools. (2018 -2020)

Worked as a Front office executive in The hotel Greenwood, Tezpur Assam.

Currently working as an Administrative office assistant in the organization of Dwin Architects & construction firm, Guwahati zoo road tiniali.

**LANGUAGE KNOWN** :

Can Read, Write and Speak English, Hindi and Assamese language.

**HOBBIES** :

Dancing, Travelling, Cooking

**PERSONAL DETAILS** :

Fathers name :- Simon Aao  
Mothers name :- Lily Kumsing Aao  
Date of Birth :- 21-11-1991  
Marital Status :- Unmarried  
Sex :- Female  
Nationality :- Indian  
Religion :- Christianity  
Address : Bamuni Hills new kalibari maithan road ( near Immanuel college ) , Tezpur,  
P.O.- Tezpur, P.S.- Tezpur,

Dist- Sonitpur, State- Assam, PIN – 784001.

**DECLARATION**

I hereby declare that all the above mentioned statements & information are true, complete and correct to the best of my knowledge and belief.

Date :- Signature

Place :- Tezpur (Flora Aao)