

RESUME



NAME: FIRDOS ANJUM

Mobile. No. – 8011410193, 9957858128

E-mail address: anjumfirdous02@gmail.com

Permanent Address: C/O Lt.Abdul Karim, Ulubari B K Kakoti road, opp PWD office, H.NO- 40, Guwahati-781007, District- Kamrup, Assam.

Correspondence Address: C/O Lt.Abdul Karim, Ulubari B K Kakoti road, opp PWD office, H.NO- 40, Guwahati-781007, District- Kamrup, Assam

EDUCATIONAL QUALIFICATION:

Exam. Passed	Board/University	Year of passing	Class/Division
MCA	GU	2019	I
BCA	SMU	2015	II
H.S.	AHSEC	2012	I
H.S.L.C.	SEBA	2010	II

OTHER QUALIFICATION:

- **THREE MONTHS COURSE IN TALLY 9.**

WORK EXPERIENCE:

- **TRAINING MANAGER IN MAXWELL MULTI-NATIONAL COMPANY FOR 3 MONTHS.**
- **SALES EXECUTIVE IN MAXWELL MULTI-NATIONAL COMPANY FOR 5 MONTHS**

HONOUR AND AWARDS:

- **AWARDS GIVEN FOR SATISFACTORY COMPLETION OF THE ESDP ON HOUSEKEEPING & HOSPITALITY IN 2013**
- **AWARDS GIVEN FOR SATISFACTORY COMPLETION OF THE ESDP ON RECEPTIONIST IN 2014**
- **CERTIFICATE GIVEN FOR THE APPRECIATION OF WINNING THE FIRST POSITION IN THE POETRY WRITING (ENGLISH) COMPETITION IN 2012**
- **CERTIFICATE OF PARTICIPATION IN INTELLECTUAL PROPERTY AWARENESS PROGRAMME ORGANISED BY FICCI IN 2014**
- **CERTIFICATE OF EVENT MANAGER IN 2015**

PERSONAL PROFILE:

Father's Name : **LT. Abdul Karim**
Mother's Name : **Shahajahan Begum**
BIRTH OF DATE : **19 Oct, 1992**
GENDER : **Female**
Marital Status : **Single**
Cast : **General**
RELIGION : **Islam**
NATIONALITY : **INDIAN**
Language Known : **Eng, Hindi and Assamese**

SKILLS AND INTEREST:

- **Good in oral and written communication**
- **Loves collecting coins and currencies of different countries**

DECLARATION:

I do hereby declare that the information stated above are true, correct and complete to the best of knowledge and belief.

Date _____
Place: Guwahati, Assam

Firdos Anjum
Signature

