



# Sana Nisha

## OFFICE ADMINISTRATOR



## OVERVIEW

To continue with the lifelong process of learning, not just through conventional education but through real time experience and learning



## SKILLS

- Counseling
- Telecalling
- Data Entry
- Managing Records
- Office Admin



## EDUCATION

- Pursuing M.Com from Magadh University (2016-18)
- B.Com from M.S.Y. college, Magadh University (2012-15) (74.75%)



## EXPERIENCE

### 2 YEARS AS A OFFICE ADMINISTRATOR

- Nov 2019-Mar 2020: Deepak convent Public School
- Nov 2018-Oct 2019: Vidyabharti English School



## PERSONAL DETAILS

Father's Name : Mr. Khabir Mohammad

Mother's Name : Mrs. Nazrun Nisha

Permanent Address : Village : Head Manpur  
Joda Masjid P.O.-Buniyadganj,  
Gaya-823003

Date of Birth : 27 Dec 1994

Nationality : Indian

Languages Known : Hindi, English, and Urdu

Marital Status : Single

I, hereby confirm that the above furnished information is true to the best of my knowledge.



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GAYA, BIHAR