RESUME

Name: - **SHAZIA FIRDOUS**

E-mail:- [shaziyafirdous4@gmail.com](mailto:shaziyafirdous4@gmail.com)

Mob No.:- **9175199377**

*Career Objective:-*

Seeking a position that will utilize may talent enhance the growth of the organization.

*Academic Qualifications:-*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr.  No. | Name of course | Board/ University | Academic  Year | Percentage |
| 4 | Bachelor Of Art’s | Amravati University | 2014 | Appear |
| 3 | Diploma in Teacher Education | Pune University | 2013 | 77.40% |
| 2 | H.S.C (Arts) | Amravati Board | 2011 | 64.67% |
| 1 | S.S.C | Amravati Board | 2008 | 61.69% |

*Computer Skill:-*

*Certification:-*

|  |  |  |  |
| --- | --- | --- | --- |
| Sr.  No. | Name of course | Academic  Year | Percentage |
| 2 | Maharashtra State Certificate of Information Technology (M-SCIT) | 2013 | 92% |
| 1 | Diploma in Multimedia Creation (DMC) | 2013 | 40% |

|  |  |
| --- | --- |
| Software Application &  Operating System | MS-Office 2003 & 2007.  Accounting-  Adobe Acrob 7.0, Adobe Photoshop CS, Coral Draw, Adobe Flash, Sony Vegas, HTML, HTTP- |

*Extra activity:-*

|  |  |  |
| --- | --- | --- |
| Name of course | Academic Year | Percentage |
| Diploma in Fashion Design | 2009 | 82% |

*Experience:-*

work as a receptionist from husani multispecialty hospital & fatema nursing home Akola

*Personal Detail:-*

Name: - **Ku. SHAZIYA FIRDOUS GULAM RABBANI**

DOB: - Feb-1993

Gender: - Female

Marital Status: - Single

Permanent Address: - B.K. Nager, Behind Gausiya Masjid Shiloda, Akola, 444003

Dis: - Akola

State: - Maharashtra

Nationality: - India

Languages know: - (Speak, Read, Write):

Urdu, English, Hindi and Marathi