

## Curriculum - Vitae

Ayesha N khan

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Contact number:9822273261

**Objectives:** seeking a challenging and growth oriented carrier where i can utilize my knowledge with the opportunity for professional growth and excel by contributing towards the achievement of organizational goals with the highest quality standard.

### Work experience:

- Worked at an institute as a maths and science tutor for 1 year( 2018)
- Done internship at an Hr firm

### Educational qualification:

- MBA in Hr and finance from nagpur university
- Bsc (phy,mathematics, computer science)

Name of exam	Board/University	Percentage
MBA In HR And Finance 2 <sup>nd</sup> year	Nagpur University	Appeared (4 <sup>th</sup> semester) 67%(3 <sup>rd</sup> semester)
MBA 1 <sup>st</sup> year	Nagpur University	64%(2 <sup>nd</sup> semester) 65.4%(1 <sup>st</sup> semester)
Bachelor of science(Bsc)in (physics, Mathematics, computer science)	Nagpur university	64%
HSC	Maharashtra state board	67.7%
SSC	Maharashtra state board	80%

### Computer proficiency:

- ✓ MS office(word, excel ,PowerPoint ,Access outlook)
- ✓ tally Erp 9

### Skills:

- ✓ Excellent command over oral and written communication handworking flexible
- ✓ Interpersonal and problem solving skills
- ✓ Team player and collaboration skills

- ✓ Organisational and administrative skills
- ✓ Ability to work under pressure and time effectively

**Project details:**

- ✓ Winter training project (4<sup>th</sup> sem): To study employees job satisfaction level of dinshaws food ltd nagpur.
- ✓ Summer training project(3<sup>rd</sup> sem): To study recruitment and selection process in mr resources consultancy services

**Personal Information:**

- ✓ Name : Ayesha N khan
- ✓ Father's name : Mohammad khan
- ✓ DOB: 12/09/1995
- ✓ Nationality: Indian
- ✓ Address : Aman platina apartment Awasthi nagar nagpur 440013
- ✓ Marital status : Unmarried
- ✓ Languages known : English, Hindi,Marathi,Urdu

Place

Nagpur

Ayesha khan