

## CURRICULUM VITAE

### Asma Khatoon

#### C/O Address:

Sayyed Kirana Store LG-123, 2/2,B, Hill No.1, Gaibanshah  
Dargah Road, Narayan Nagar Ghatkopar West, Mumbai-86  
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#### Career objective:

To work in integrity with career position and to be part of a growing organization offering a chance to excel in personal and team work achievement by applying my knowledge and technical skills for the growth of the organization.

#### Educational Qualifications:

Education	Board	Year of Passing	Remarks
SSC	Maharashtra Board	2005	II <sup>nd</sup> class
HSC	Maharashtra Board	2007	I <sup>st</sup> class

**Professional Qualification:** 1) Diploma in Computer Application& Multilingual

D.T.P.

2) Diploma in Urdu Language

**Details of Course :** 1) I. T. Computer Fundamental,

2) Operating System

3) Windows XP, MS. Office

4) Business System (V. B, Ms Access, Tally 6.3, 7.2)

5) Web Application

6) Multilingual DTP, Corel Draw, Page Maker, Adobe

Photoshop 8

**Current Studying:** BA (Jammia Millia Islamia) Private

**Work Environment:**

**Organization :** Learners Academy English High School

**Duration :** August 2009 till March 31, 2011.

**Designation :** Computer Instructor & Computer Operator.

***Also Worked At:-***

**Organization :** Real Asset Buildtech Pvt.Ltd.(Dwarka Delhi)

**Duration :** January 2012 till May, 2015. (Shifting)

**Re Join :** July 2015 (Work From Home Online)

**Designation :** Computer Operator (Back office).

**Languages known:**

English, Hindi , Urdu

**Personal Details:**

**Name :** Asma Khatoon  
**Date of Birth :** September 13, 1989  
**Father's Name :** Mr. Abdul Salam  
**Mother's Name :** Mrs. Nasimunnisa  
**Marital Status :** Single  
**Gender :** Female  
**Religion :** Islam (Muslim)  
**Nationality :** Indian

**Declaration:**

I hope that you consider my candidature for a suitable post, compatible to my education qualification; I certify that the above information is true and correct to my knowledge and I bear the responsibilities for the correctness of the above-mentioned particulars.

**ASMA KHATOON**