# **Nabiha Mirza**

#### **GET IN TOUCH!**

Mobile: +91-6300804628 Email: nabbumirza2@gmail.com

# **PERSONAL DETAILS**

Current Location Hyderabad
Date of Birth June 27, 2005
Gender Female

# **SKILLS**

- MS Office Powerpoint
- Excel Powerpoint
- Excel Sheet
- Written Communication
- Time Management
- Organization Skills
- Email Writing
- Typing Skills
- Leadership Skills
- Problem Solving Skills
- Microsoft Office Access
- Communication Skills

# **LANGUAGES KNOWN**

• English ( Both )

# **RESUME SUMMARY**

ith a strong foundation in B.Com from St Joseph Degree College, I aim to leverage my skills in MS Office, communication, and problem-solving to excel in a dynamic work environment. Proficient in English, I strive to contribute positively with my organizational and leadership abilities.

#### **EDUCATION**

#### Graduation

Course B.Com (Commerce)

College St Joseph Degree College, Hyderabad, Hyderabad

Score 8.5%

Class XII

Board Name Telangana Medium English Year of Passing 2022 Percentage 75%

Class X

Board Name Telangana Medium English Year of Passing 2020 Percentage 93%