URWASHI

CONTACT DETAILS:

• EMAIL ID.: <u>urwashikhan123@gmail.com</u>

• MOBILE NO.: 9716626952

STRENGTHS:

Active Listener

Open Learner

- Self-Motivator
- Collaboration
- Open-minded

QUALIFICATIONS:

S. NO.	DEGREE	STREAM	BOARD/UNIVERSITY	PERCENTAGE	YEAR OF PASSING
1.	M. A.	Arts (History)	IGNOU	55%	2023
2.	B. A.	Program	SOL DU	50%	2016
3.	12TH	Arts	CBSE	60%	2013
4.	10TH		CBSE	68%	2011

INSTITUTIONAL QUALIFICATIONS:

- Completed a basic computer course from the institute named Dr. Reddy's Foundation in 2017, and achieved a golden certificate, which defined the highest scorer.
- Completed 1 year's institutional teaching of English language course from FREEDOM ENGLISH ACADEMY institute from January 2019 to January 2020, and I achieved a golden certificate, which defined 100% of attendance and the highest score.

WORK EXPERIENCES:

- I am working as a BILLING OPERATOR and as an HR ADMIN in Pravin Fabrication company, which is located in Najafgarh. From June 2024 till now.
- I worked as a DATA MAINTENANCE and DATA ENTRY OPERATOR at Dial for Trade Company located in Noida. From 2023 to 2024.
- I also worked as a DATA COLLECTOR in the same company, Dial for Trade.
- I am also working as an EXAM LAB INVIGILATOR in my spare time as a part-time worker in AWIGN name company from 2024 till now.

DIGITAL SKILLS:

- Basic Microsoft Word
- Basic Microsoft Excel

EXTRA CIRCULUM ACTIVITIES:

• In school magazines, my various stories, poems, motivational quotes, and other writing items appeared.

HOBBIES:

- Listening to music.
- Reading books, stories, novels, etc
- Playing puzzles and mind games on the phone.

OTHER DETAILS:

- Father's name: Mr. Sharif Khan
- Date of Birth: 19 June 1995
- Languages known: Conversational English.
- Hindi is the native language.
- Nationality: Indian
- Indian passport holder.

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

URWASHI