

## **RESUME**

**HeenaKowsarBanu T.**

**Address:** #27, 2nd Floor, 6th Main Road  
Palace Guttahalli, Bangalore -560003

**Contact:** 7899244279

**Email:** heenabanu1994@gmail.com

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### **Career Objective**

- ☐ To work in a clear environment that gives ample opportunities to learn, grow and contribute, where I will be able to use my interpersonal skill in efficient manner as a responsible member of the organization.
- ☐ To do the work bestowed on me with determination and dedicate myself for the company's growth and obtain a challenging position.

### **Educational Qualification**

- \* Bachelors of Degree in BSC from VSKUB University (Kottur) in 2015.
- \* PUC in Science from P U Board (Kottur) in 2012.
- \* SSLC from Karantaka Board in 2009

### **Skills**

- 1) OS: Windows 17
- 2) MS Office
- 3) Kannada Typing

### **Experience Details**

#### ➤ **Indium Group**

No.204/C, 27<sup>th</sup> Cross, 6<sup>th</sup> Main, 3<sup>rd</sup> Block, Jayanagar, Bangalore-560011

**Designation:Admin Assistant:2 Years 8 Months**

#### ➤ **Soft Skill**

- \* Problem Solving Capability
- \* Ability to work independently and multi task in a fast paced environment.
- \* Decision Making, Leadership Qualities.
- \* Positive attitude and Self Motivated.
- \* Strive to Achieve Companies Goal.
- \* Willing to Learn and Hardworking

➤ **Key Skill**

- \* Excellent interpersonal skills & pleasing personality.
- \* Strong Administrative and Organization Skills.
- \* Expertise in using MS-Excel, PowerPoint and Word

**Personal Details**

Name : **HeenakowsarBanu T**  
Father name : Anwar Basha T  
Date of Birth : 17.04.1994  
Address : No,14/3, 6<sup>th</sup> Main Raod, Palace Guttahalli, Bangalore-560003  
Marital Status : Single  
Contact No : 7899244279  
Lang Known : English,Kannada,Hindi and Urdu  
Religion : Muslim

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

**Place: Bangalore**  
**Date:**

**(Heenakowsarbanu T)**