***RESUME***

RESHMA BANU

W/o Syed Basheer

# 61, 1st floor, 1st B Cross, KEB Colony,

BTM Layout 1st stage,

Bangalore -29 Email;reshmabanu8864@gmail.com

Ph: +91 9945428056

**CAREER OBJECTIVE:**

Seeking a suitable job in your estimated origination & strive towards perfection through dedication, honesty & integrity there by making myself more productive & helping the organization in achieving its goal.

**PERSONAL SKILL:**

* Hard working & Flexible
* Willing to learn more
* Good Communication

**COMPUTERR SKILL:-**

* Basic in Computer science, MS Excel, MS Word

**HOBBIES:-**

* Reading books & News papers
* Listening to music & Learning new things.

**STRENGTH:-**

* Flexible
* Responsibility
* Self Confident
* Positive Thinking

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institution** | **Year of passing** | **% of Marks** |
| S.S.L. C | Newton Public School | 2005 | 65% |
| PUC | Abbas Khan College | 2007 | 71% |
| B Com ( Correspondence) | IGNOU University | 2010 | 53% |

**WORK EXPERIENCE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** | **Designation** | **Job responsibilities** | **No of Years** |
| Techno Acquisition ( HSBC) | Tele Calling Executive | Attending & making calls to customer for credit card offer & resolving their issues. | 1.5 Years |
| Accenture Services Pvt Ltd  (Consultancy – Peregrine Guarding Pvt Ltd) | Front Desk Executive | To handle Visitor Management System, To interact with Clients , Management of Internal & Client Visit. | 02 Years |
| Accenture Services Pvt Ltd  ( Flyer Project) | Deal Coordinator | Worked in Flyer Project, Interacting with Management for their Meetings, any project related Events & other activities, Helping Employees for their day to day requirements, Management of Internal & Client Visit, Procurement of products for  Project. Helping HR for Employees details. | 04 Years |

**PERSONAL INFORMATION**

Name : Reshma Banu

Father’s Name : Mahaboob Pasha

Mother’s Name : Parveen Taj

Date of Birth : 07 – May - 1989

Gender : Female

Religion : Muslim

Nationality : Indian

Marital status : Married

Language : English, Kannada, &Hindi

**Declaration**

I hear by declare that all the statements made here in above are true, complete & correct & are not false or misleading. I understand that in the event of any information so furnished being found false or incorrect or misleading, the Compact shall be liberty to dismiss me from it’s services ( If selected) besides processing against me for giving false & incorrect statements, under the appropriate law.

Yours Faithfully

RESHMA BANU

Date:

Place:- Bangalore