**HEENA QURESHEE**

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**Mob.no-9654290608**

***CAREER OBJECTIVE :***

To obtain a challenging position with a organization that will allow me to utilize my experience and contribute to company goals.

***CAREER SUMMARY :***

Progressive experience in at NEXGEN COMPUTER ACADEMY as a receptionist .

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| --- | --- | --- | --- | --- |
| **COURSE** | **INSTITUTE** | **BOARD** | **%MARKS** | **PASSING YEAR** |
| INTERMEDIATE | G.G.S.S.school | CBSE | 48% | 2013 |
| High school | G.G.S.S school | CBSE | 54% | 2011 |

***TECHNICAL SKILL :***

* Computer Basic Knowledge.
* Designing in Photoshop.
* Tally.

***PORSONAL STRENGTH :***

* Excellent Communications Skills.
* Good Learner
* Willingness to work as a team.
* Good Behaviour.

***HOBBIES & INTRESTS :***

* Playing cricet
* Studying Books
* Listening songs

***PERSONAL DETAILS:***