

Hafsa Maheen

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12-81/1A,sri nagar colony, patancheru, Hyderabad -502319

EXPERIENCE:

Fresher

SUMMARY:

Motivated employee with great learning skills and quick learner, outgoing student focused on skills and confidential, with a strong willingness to learn and contribute. Adapt at working effectively unsupervised and quickly mastering new skills.

EDUCATION:

Shadan women's college of engineering and technology, khairatabad — B Tech

Computer science and engineering

Completed 1st year with 80% - Undergraduate

Manjeera High School, Patancheru — SSC

March 2021

Completed with 93%

Govt junior college, Patancheru — Intermediate

June 2021 - March 2023

Completed with 73%

LANGUAGES:

English (Advanced),

Hindi(Advanced),

Telugu(Intermediate).

PERSONAL INFORMATION:

D.O.B. : 08-03-2006

NATIONALITY: Indian

GENDER: Female

SKILLS

- Public speaking
- Typing
- MS office
- MS word
- MS excel
- Operating system
- Communication skills
- Self confidence
- Active listening
- Basic computer knowledge
- Rapport building
- Analytical and critical thinking
- Editing

FATHER: Real estate

MOTHER: House wife

SIBLINGS: 2 Sisters (younger than me)

HOBBIES:

Traveling

Reading

Editing

DECLARATION:

“I clarify that the information in the resume is true and accurate to the best of my knowledge.”