



**Nasreen
Khatoon**

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Kolkata 700009

SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

SKILLS

- Interpersonal Communication
- Analytical Thinking
- Time Management
- Organizational Skills
- Problem-Solving
- Problem Resolution
- Written Communication
- Verbal Communication
- Remote Office Availability
- MS Office
- Dependable and Responsible

EXPERIENCE

LANGUAGES

Hindi: First Language **English:** B2

Upper Intermediate

EDUCATION

High School Diploma
The BSS School
Ballygunge, Kolkata