

## CARRICULUM VITAE

Zeenat Parween

Contact No. +91 7764074353

E-mail: zeenatnawaz@ymail.com

### Objective:

To be an active member in a professionally managed organization, where my knowledge will be fully utilized to gain carrier opportunity and to make contribution to the successes of my employer.

### Key skills:

- \*A qualified, self-motivated and devoted professional.
- \*Highly organized and enthusiastic, able to prioritize effectively to accomplish multiple task and can complete work even under pressure.
- \*Able to exhibit confidently with diplomacy and professionalism.
- \*Excellent organizational skills.
- \*Strong customer service skills.
- \*Proficiency in computer skills like MS word, excel and internet etc.
- \*Goal-driven and passionate about work.

### Other Personal Traits:

- \*Excellent communication and management skills.
- \*Confident and ability to handle difficult situations.
- \*Friendly and helping nature.

\*Follow high professional ethics. And ability to adapt in any environment.

### **Work Experience:**

\*Worked as a teacher in a private school, taught English and History (2006 to 2008).

\*Worked as a content writer in a Cryptocurrency Organization(2023).

### **Educational Qualification:**

\* Graduation (B.A Hons) in Arts from D & D. J Collage, Munger- T.M Bhagalpur University (India) in 2008.

\* Intermediate or 10+2 from Inter Council- Patna in 2004.

\* High School from CBSCE, (India) in 2002.

### **Certification Course:**

\* Diploma in basic computer Application.

\*Computer Awareness:

\*Familiar with MS Office- MS Word, MS Excel, Power point, word press, SEO and Internet Surfing etc.

### **Personal Details:**

Date of Birth: 5<sup>th</sup> April

Nationality: Indian

Language known: English, Hindi and Urdu.