

RESUME

Nazish

T-220-E Savitri nagar New Delhi

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Career objective:

To produce outstanding results for my organization by applying my skill and aptitude which I have acquired throughout my career and there by ensure growth of my organization and further enhance my professional growth.

Education Qualification:

- ❖ **10th** passed from CBSE board.
- ❖ **12th** passed from CBSE board in.
- ❖ Pursuing graduation from DU school of open learning **B.A 1st** year.

Computer Knowledge:

1. Software Knowledge: **Excel, MS words.**
2. Documentation Assistance course from **PMKVY** institute.

Experience:

1. Six month experience in **pantaloons** as a sales men.
2. Four-month experience in backend profile it was an payroll company Excelity global solution (MNC) company as a validator.
3. Four-month experience in **workforce consulting pvt ltd.** It was also an payroll company as a payroll executive assistance.

Personal Strengths:

- ❖ Committed towards work with determination, dedication and loyalty.
- ❖ Always learning and optimistic attitude.

❖ Team oriented, Honest and Hard Working.

Personal Details

Father's Name	:	MR. Shahabuddin Ansari
Mother's Name	:	Mrs. Fatima Ansari
D.O.B	:	30/sep/1995
Gender	:	Male
Nationality	:	Indian
Religion	:	Muslim
Hobbies	:	Watching movie's, listening songs, playing cricket.
Marital status	:	Unmarried

Declaration

I have by declare the above mentioned information is correct up to my knowledge. I hear the responsibility for the correctness of the above mentioned particulars.

Date:

Place:

(Signature)