

Resume

Nazish

T220/E malviya 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 Arts stream passed from CBSE board

Computer Knowledge:

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

Experience: work in back office profile in Excelity global solution (MNC) company 3month experience as a validator , data entry.

*Workforce consulting it was an payroll company in back office data entry 3month experience..

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)