

Nihan khutheja

15, 2nd Cross, Sabeel colony, Kuppuswamy Layout, Nagawara Bangalore- 45

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OBJECTIVE

To secure a challenging and responsible position in a dynamic, growth oriented, technologically driven organization, that will challenge my skills and utilize my abilities and to excel in this progressive environment to my fullest potential.

QUALIFICATIONS

Year	Institution	Degree/Examination With Aggregate Marks
2016-2019	St . Anne's first grade college for women.	Bcom-pursuing
2016	St.Xavier PU college	PUC - 88.33%
2014	St.Marys girls high School	10th Std - 87.68%

SKILLS

- Good communication capabilities and strong interpersonal skills.
- Confidence to take up every challenge.
- Hard working and sincere.
- Excellent computer and data entry skills.
- Adaptable and enthusiastic individual who takes great pride in his work.

Soft Skills

MS Office this

- Microsoft Word

- Microsoft Power point

AWARDS

- Secured award in personality development and soft skill

PERSONAL INFORMATION

Date of Birth:	19/6/1998
Sex:	Female
Marital status:	Single
Religion:	Islam
Nationality:	Indian
Languages known:	Proficient in spoken and written. Languages of English & Hindi.
Hobbies:	Reading, listening to music

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

Bangalore

Nihan khutheja