

CURRICULUM VITAE

SHEEBA

Contact No: +91-9625646227

Present Address: Vill- Garhi Chaukhandi Sec-68 Noida-201301

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CAREER OBJECTIVES:

- ❖ To work on such a place where, I can utilize my educational qualification to attain organization goals and future enhances my growth profile.
- ❖ I want to make a role play for all youngster.

ACADEMIC QUALIFICATIONS:

Course/Class	Board/University	Year of passing	Division	Percentage
BCA	IGNOU University	2019	-	-
XII th	U. P. Board	2014	1 st	67.8
X th	U. P. Board	2012	1 st	71.83

COMPUTER KNOWLEDGE:

Computer Skills	Version
MS-Excel	2007 & 2010
MS-Word	2007 & 2010
MS-PowerPoint	2007 & 2010
Others MS-Office Applications	
Internet Browsing and Searching	

- ❖ Also I have good Typing Speed (**30 WPS**).

EXTRA CURRICULAR ACTIVITIES:

- ❖ I got Certificate in Basic Computer Skills at Magic Bus.
- ❖ I got Certificate in Communication Skills at Magic Bus.

WORKING EXPERIENCE:

- ❖ I have 1 Year experience as a **Computer Operator** at **RAC Cooling Soltions**.
- ❖ I have 1 Year experience as a Tele Caller at **Financial Planet**.

STREINGHT:

- ❖ Problem solver
- ❖ Quick learner
- ❖ Responsible

PERSONAL DETAILS:

- ❖ Father's Name : Mr. Yaseen
- ❖ Date of Birth : 06/07/1997
- ❖ Gender : Female
- ❖ Nationality : Indian
- ❖ Marital Status : Single
- ❖ Language Known : English& Hindi
- ❖ Hobbies : Internet surfing and Listening to Music

DECLARATION:

I hereby declare that the above mentioned details are true and correct to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

DATE.....

PLACE.....

(SHEEBA)