

CURRICULAM VITAE

ASHMA BANO

Address: C/122/B Lajpat Nagar
Sahibabad Ghaziabad

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Career Objective

To serve organization with full dedication and hard work. Seeking a position to utilize my knowledge of software in an organization and value talent and encourage growth.

Educational Qualifications

<u>S.N</u>	<u>CLASS</u>	<u>SUBJECTS</u>	<u>YEAR</u>	<u>BOARD/UNIVERSITY</u>
1	B.A	Eng, Economics & Political Science	2007	C.C.S University
2	12 th	Arts	2004	U.P Board
3	10 th	Science	2002	U.P Board

ITI in COPA Trade (Computer Operator and Programming Assistant)
Affiliated from Ministry of Labour.

Computer Skills

MS-OFFICE & GOOD COMMAND ON INTERNET

Work Experience

<u>S.N</u>	<u>Company</u>	<u>Designation</u>	<u>From</u>	<u>To</u>	<u>Brief Description of work done/doing</u>
1	Andromeda Marketing Pvt. Ltd.	CSA	03 rd Sep 2010	26 th Oct 2011	Customer Care in PNB Process
2	Bajaj Allianz Life Insurance Co.Ltd.	Renewal Executive	03 rd Nov 2011	28 th Feb 2013	Renewal Executive
3	Continental Geotechnical Consultants	Data Entry Operator	02 nd Sep 2013	Presently working	Make Soil Testing Report

Personal Information

Father's Name : Mr. Mohd Mustafa
Date of Birth : 3rd July 1987
Gender : Female
Marital Status : Single
Languages known : Hindi & English
Nationality : Indian

Salary

Current Salary : 15,000/-

Declaration

I here by declare that above mentioned information is correct to the best of my knowledge.

Date :

(ASHMA)

Place :