

# RESUME

**SHAISTA NAAZ**

**Contact no:-**

9873779858

**Email Id:-**

shaistanaaz788@gmail.com

**Permanent Address:-**

E-243/A-8, Shaheen Bagh,  
Jamia Nagar Okhla , New  
Delhi-25.

Pin No. : 110025

**Linguistic**

Speak Read and Write  
Comfortably

English, Hindi, Urdu, Arabic

**Hobbies**

- Participate in new activity
- Playing : Dancing, singing
- Art : Painting
- Making new friends
- Net Surfing
- Listen to music

## OBJECTIVE

- Want to work with sincere effort and intelligence towards each step leading to the progress of my profession and growth career which will let me utilize and further more enhance my skills.

## PERSONAL SKILL

- Willingness to learn new ideas.
- Strong motivation power.
- Comprehensive problem solving.
- Result oriented.

## ACADEMIC PROFILE

Degree / Exam	Board / University	Year Of Passing	Percentage
10 <sup>th</sup>	B.S.E.B	2014	71%
12 <sup>th</sup>	B.S.E.B	2016	79%

## SOFTWARE SKILLS (COMPUTER EXCELLENCE)

### **MICROSOFT OFFICE**

- Excel
- Power point
- Photoshop
- Paint

**EXPERIENCE** - As a Receptionist from August 2016 to April 2017

## PERSONAL PROFILE

NAME : SHAISTA NAAZ  
FATHER'S NAME : ELHAM WARIS  
MOTHER'S NAME : SHABNAM WARIS  
DATE OF BIRTH : 25<sup>TH</sup> JAN 1998  
MARITAL STATUS : UNMARRIED  
SEX : FEMALE  
NATIONALITY : INDIAN

**STRENGTHS**

- Adjustable Nature
- Hard Working
- Confident
- Quick Learner

**Date :****Place : New Delhi****DECLARATION**

I hereby declare that the information giving above are true and correct to the best of my knowledge.

**SHAISTA NAAZ**