# Huma Khan Email:[siathetacker@gmail.com](mailto:siathetacker@gmail.com) Mobile No: 7651827060

**CAREER OBJECTIVE**

With a brilliant professional record, I aspire to take a challenging assignment which provides me an opportunity to contribute my efforts and skills acquired over the years for the growth of the organization and self.

**SUMMARY OF QUALIFICATIONS**

* Have Experience in **MS Office – MS Excel, MS Word, MS PowerPoint.**
* Have Experience in using **Outlook and MS Teams.**
* Have worked on Data Management **in Excel, Company’s Internal Tool.**
* Have a Good communication Skill **– English and Hindi.**
* Have a Good typing Speed **– English and Hindi**

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| **TECHNICAL EXPERTISE** |  |
| **Operating Systems** | **:** Windows, Mac |
| **Typing Language**  **Speaking Language** | **:** English and Hindi  **:** English and Hindi |

**WORK EXPERIENCE**

* Worked as an **Computer Operator/ MIS (Management Information System)** at **Rajiv Gandhi Institute (18 months)**

**PROFESSIONAL EXPERIENCE as MIS EXECUTIVE**

* Working in Data Management and Customer Relation
* Working in WFM (Work Force Management)
* Working in analyzing and sorting the Data base on the need on MS Excel and Company’s Internal Tool

**COMPUTER CERTIFICATION**

* **Course on Computer Concepts (CCC) from DOEACC (2016)**
* **Computer Applications, Business Accounting & Multi-Lingual D.T.P from DOEACC (2011)**
* **Diploma in Urdu Language from DOEACC (2011)**

**STRENGTHS**

* A good team player with strong communication, planning and problem-solving skills
* Ability to handle multiple projects and demonstrate initiative and adaptability
* Experience of working in pressured environment to strict deadlines
* Commitment, result oriented and interested to learn new technologies
* Good communication skill and typing speed in English and Hindi.

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| **ACADEMIC CREDENTIALS** | | | |
| **Education/ Qualification** | **Name of the Institution/University** | **Year of Passing** | **Percentage** |
| B. Ed. | CSJMU, Kanpur | 2019 | 71.36% |
| Master of Arts. | CSJMU, Kanpur (ENGLISH) | 2015 | 54.84% |
| Bachelor of Arts. | CSJMU, Kanpur (ENGLISH) | 2013 | 57.11% |
| Intermediate | I.S.C | 2010 | 60% |
| High School | ICSE | 2008 | 52% |

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| **ADDITIONAL QUALIFICATION** | | |
| **Education/ Qualification** | **Name of the Institution/University** | **Year of Passing** | |
| KAMIL | U.P Board of Madarsa Education, Lucknow | 2019 | |
| ALIM | U.P Board of Madarsa Education, Lucknow | 2016 | |
| MAULVI | U.P Board of Madarsa Education, Lucknow | 2014 | |
| MUNSHI | U.P Board of Madarsa Education, Lucknow | 2013 | |

**PERSONAL INFORMATION**

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| Date of Birth | **:** 06th January |
| Gender | **:** Female |
| Address | **:** BTM Layout, Bangalore 560022 |
| Languages Known  **Place :** Bangalore | **:** English, Hindi |
|  | **(HUMA KHAN)** |