**CURRICULUM VITAE**

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**Afrin Tabassum**

C/O –Mr. Arif Hussain

Banamali Basera Apartment

Patia

Bhubaneswar

E-mail **–** [afrintabassum@outlook.com](mailto:afrintabassum@outlook.com)

Contact- 7008000346

**CAREER OBJECTIVE: –**

To achieve a responsible and challenging position where my education will have valuable applications and helpful to my employer.

**WORK EXPERIENCE: -**

Worked as ‘Data Entry Operator’ for 3 years at Computer Lab Pvt. Ltd, Cuttack.

Currently working in RB India Services, Cuttack as ‘Back Office Executive’ from July 2017 to present.

Responsibilities -

Client interaction

Telecalling

Interview scheduling

Taking interview of round

Assigning Work to Team Members

Team management

**ACADEMIC QUALIFICATIONS: –**

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| **YEAR** | **INSTITUTE** | **COURSE** | **PERCENTAGE (%)** |
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| 2017  2015 | IPSAR, Cuttack  ICSI, BBSR | MBA(Finance &HR)  COMPANY SECRETARY | 86.0%  53% |
| 2012 | Ravenshaw University, Cuttack | B.COM | 70% |
| 2009 | Ravenshaw College Cuttack | I.COM | 75% |
| 2007 | Stewart school Cuttack | ICSE | 75% |

**COMPUTER SKILLS :-**

Completed P.G Diploma in Computer Application from NET-TECH, Cuttack.

Completed Diploma in Computer Application from OCAC, Cuttack.

Done Tally 9.0 from IIS, Cuttack

**SUMMER INTERNSHIP :**

Completed Summer Internship Programme at Apollo Hospital, Bhubaneshwar from 8th June – 31st July ,2016 on the topic “**Financial Statement Analysis”**

**PERSONAL DETAILS: –**

* Date of Birth15-05-1992
* Father’s Name Mr. M.A.Khan
* Mother’s Name Mrs. Naseema Tabassum
* NationalityIndian
* Religion Islam
* GenderFemale
* Marital Status **Married**
* Languages KnownEnglish,Hindi, Odia,Urdu

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