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| **Khushi** Email: khushi.281391@2freemail.com Visa Status: Husband Visa |
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| **OBJECTIVE** |
| To get associated with a progressive organization, through which I can gain valuable practical experience and sharpen my skills by working in challenging environment. |

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| **WORKING EXPERIENCE** |
| **ORGANIZATION** : **Tex Mart Ajman (Oct 2015 to Feb 2016)** **DESIGNATION : Receptionist (Part Time)*** Answering Incoming calls.
* Mail Distribution.
* Handling Company Inquiries.
* Arranging couriers.
* Keeping the reception area tidy.
* Making Invoices and DO.
* Handling Petty Cash.

**ORGANIZATION** : **ENBEE GENERAL TRADING (Feb 2015 to Aug 2015)** **DESIGNATION : Receptionist cum Secretary*** Making Invoices.
* Meeting and greeting clients.
* Booking meetings.
* Arranging couriers.
* Keeping the reception area tidy.
* Answering and forwarding phone calls.
* Handling Petty Cash.
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| **ACADEMIC QUALIFICATIONS** |
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|  PG |  MCA | Lucky Institute of Professional Studies , RTU |  **76.37%** | 2014 |
|  UG |  BCA | Mahila PG Mahavidyalaya , JNVU |  **68.08%** | 2011 |
| CLASS XII |  Commerce | Balika Adarsh Vidya Mandir, Jodhpur , RBSE |  **60.62%**  | 2008 |
| CLASS X  |  | Balika Adarsh Vidya Mandir , Jodhpur, RBSE |  **61.83%** | 2006 |

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| **ACCOMPLISHMENTS**

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| **PROPERTY DEALING 2014**  |
| * Developed a web based application for the management of Apartments , Row House and Land for

 property dealing system using C#.Net with the help of templates* Only Registered Person can contact in this Site
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| **CAMPUS SELECTION SYSTEM 2013**  |
| * Developed a web based application to check authencity of colleges and students for campus recruitment using C#.Net
* Only genuine cases forwarded by the application to the admin after several check ups
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| **BOOK STORE MANAGEMENT 2011**  |
| * Developed a desktop application for the management of a book store using VB
* Availability of books , stock left , timely reorder , addition of a new book ,deletion of an old record etc. could be easily performed
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| **TECHNICAL AREA** |
| * Languages Known : VB , Asp.Net, C#.Net , C , Cpp
* Databases : Oracle , SQL
* O.S : MS DOS , Windows ,
* Web Development : HTML , Asp.Net
* Core Concept : DBMS, DS, DMS.
* Tools : EDraw Max, MS-Office, Internet, Tally
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| **TRAINING** |
| * Achieved Four Month Training in **Asp.Net from Surat**
* Achieved **93%** in MCA Last Semester and also got **First Rank** **in college**
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| **EXTRA CURRICULAR ACTIVITIES** |
| * Won a **technical test** and a second ranker in **web site designing** in intra college competitions
* Presented various topics like Search Engine Optimisation , USB as a RAM etc. at the seminars
* Participated in Seminars presented on languages like LINUX and others like HACKING etc.
* Participated in intra college debate on Union Budget
* Participated in various essay writing competitions on sensitive issues like “foeticide”
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| **ADDITIONAL INFORMATION** |
| * Fluent in English , Hindi and Sindhi
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| * Hobbies include computer programming ,keeping a watch on latest technology, watching movies
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| **BEHAVIORAL CHARACTERISTICS** |
| * Tech-savvy
* Committed to Quality and Result oriented
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| * Quick learner and Sincere in Attitude
* Can Adjust to any Situation
* Friendly but Disciplined
* Confident and Focused
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|  **PERSONAL DETAILS** |
| Date of Birth : 24th/July/1990Language Known : Hindi, English, Sindhi.Marital Status : MarriedNationality : Indian  |
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