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| **Khushi**    Email: [khushi.281391@2freemail.com](mailto: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** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | 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**   |  | | --- | | **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 | | **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 | | **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 |
| * 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 |
| * 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/1990  Language Known : Hindi, English, Sindhi.  Marital Status : Married  Nationality : Indian |
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