Hani

[Hani.301671@2freemail.com](mailto:Hani.301671@2freemail.com)

**Education**

* *B.Com Graduated from University of Calcutta year 2011*
* *High school Diploma from Collins institution year 2008*
* *Diploma in financial system year 2013*

**Skills**

* *Accounting*
* *Reports & documentation*
* *Inventory check-up*
* *Call centre operations*
* *Front Desk Operations*
* *Experience with computer programs (Word, Excel, Windows XP, Windows ME, Word Perfect, Tally, Adobe Photoshop, PowerPoint, Access, many custom made company programs)*

**Professional Experience**

* *Worked as a Back office Supervisor for 3 and half years in J.D.Service PVT LTD*
* *Worked as a Relationship Manager in a wealth management firm for 1 year.*

**Activities & interests**

* *Front office assistant*
* *Stock market research*
* *Business & channel development*
* *Forecasting & Market analytics*

**Personal Details**

***Nationality :*** *Indian*

***D.O.B :*** *06/09/1990*

***Sex :*** *Male*

***Marital Status :*** *Unmarried*

***Languages Known :*** *English, Hindi*

**Carrier Objectives**

*To work in pragmatic way in an organization where I can show my talent and enhance my skills to meet company goals and objective with full integrity and zest.*

*And I believe in positivity because its simplify the gesture of life.*