**Fatima**

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Email ID: fatima.328074@2freemail.com

**OBJECTIVE:-**

 Want to work in an environment where I can enhance my skills to the latest and advanced trends and can work as a team or individually with an attitude of total dedication.

**Educational qualifications:-**

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| --- | --- | --- | --- |
| **Course** | **Institution** | **Board/university** | **Percentage** |
| Bachelor ofCommerce(B.Com) | Shadan Degree college. | Osmania University | 59% with IInd division |
| Intermediate(CEC) | Shadan Junior College. | Boardof intermediate Education A.P | 61% with Ist division |
| S.S.C | Dew Drops High School. | Board of Secondary Education A.P | 60% with Ist division |

**OTHER QUALIFICATIONS:**

* Completed Diploma in Computer application from Logics computers with 1st division.
* Typing speed (30-35 W.P.M)

**WORK EXPERIENCE:**

* Presently working in IDP EDUCATION India Pvt Ltd as an Admin Counsellor & Application Consultant in USA Department for 3 years.
* Previously worked as Remote Counselor & Customer Care Executive in IMPEL OVERSEAS EDUCATION Consultancy for 2 years.
* Worked as Admin Executive & Customer Care Support Assistant in Russell’s Spoken English for 2 years.

**STRENGTHS:-**

* Comprehensive problem solving abilities.
* Hard working, determined and confident.
* Ability to work with team with diversified background and profession.

 **HOBBIES:-**

* Spending time with my loved ones.
* Reading Books.
* Cooking.

**PERSONAL INFORMATION:-**

Name : Fatima

Gender : Female

Date of Birth : 28th May

Place of Birth : Hyderabad

Nationality : Indian.

Marital Status : Married

Languages Known : English, Urdu, and Hindi

 (Speak, Read & Write)

**DECLARATION:-**

I hereby declare that the above information is true, to the best of my knowledge & as per record. I promise to work sincerely & dedicated if given a chance to work in as esteemed organization like yours.

**Place: - Hyderabad**

 **Fatima**