**Objective**

 **Shama**

*shama.338049@2freemail.com*

***Personal Profile***

*Date of Birth: 01-07-1990*

*Gender: Female*

*Marital Status: Married*

*Nationality: Indian*

To climb the corporate ladder in a fast paced environment that appreciates professionalism hard work and efficiency and also to make a challenging and meaningful position using my experience and skill sets.

**Education**

**MASTER IN COMPUTER APPLICATION PERSUING**

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

DELHI, INDIA

**BACHELOR IN ART 2016**

V.B.S.P. UNIVERSITY

JAUNPUR, INDIA

**BACHELOR IN COMPUTER APPLICATION 2015**

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

DELHI, INDIA

**HIGHER SECONDARY 2008**

BOARD OF HIGH SCHOOL & INTERMEDIATE

EDUCATION, U.P., INDIA

**HIGH SCHOOL 2006**

BOARD OF HIGH SCHOOL & INTERMEDIATE

EDUCATION, U.P., INDIA

**Additional Skills**

* C.I.C (COMPUTER IN COMPUTING)
* MS OUTLOOK/MS OFFICE & PHOTOSHOP

**Work Experience**

***Linguistic Abilities***

***Languages:***

***English***

 *Speaking (Moderate)*

 *Writing*

*Reading*

***Urdu***

*Speaking*

*Writing*

*Reading*

***Hindi***

*Speaking*

*Writing*

*Reading*

***Arabic***

*Reading*

**Latitude Iconic Investment Pvt. Ltd 2.4 Years**

*Backend Operations*

*Delhi, India*

*March 2013-July 2015*

**HDFC Bank 1.5 Years**

*Backend Operations*

*Delhi, India*

*APR.2010-OCT.2011*

**Job profile**

* Communications data processing, document handling, maintaining record in excel & files, structuring data, documentation, managing files, vouchers, receipts.

 ***Assets***
* Effective leadership and planning qualities

* Result Oriented
* Sincere, Disciplined and Hardworking
* Good communication skills
* Innovative

**Declaration**

 Through out of my career till date, I have believed in giving off my best to the task at hand and enjoying the same. I hope to be the same commitments and enthusiasm in future.

I hereby declare that the information furnished above is true to the best of my knowledge.