**ZEBA**

**ZEBA.363419@2freemail.com**

**CAREER OBJECTIVE**

 To get elevated in the field of management by exploring my skills, knowledge and hard work and utilize them for organization and personal growth thereby building a challenging platform.

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEGREE/COURSE** | **INSTITUTION** | **UNIVERSITY/BOARD** | **YEAR OF PASSING** | **PERCENTAGE OF MARKS** |
| Final Year(BBM) | RBVRR College | Osmania University | 2016 | 94% |
| 2nd Year(BBM) | RBVRR College | Osmania University | 2015 | 90% |
| 1st Year(BBM) | RBVRR College | Osmania University | 2014 | 93% |
| 12th (ISC) | St. Georges Girls Grammar School | Delhi University | 2013 | 72% |
| 10th (ICSE) | St. Georges Girls Grammar School | Delhi University | 2011 | 63% |

**COMPUTER SKILLS**

* MS Office
* C++
* Oracle
* Tally ERP 9
* SPSS
* Social media

**AREA OF INTEREST**

* Management:- General Management, Office Management
* Finance:- Accounts Assistant, Finance and Accounts.
* Administration:- HR Recruiting Assistant Manager, HR Recruiter, Human Resources Executive, HR Assistant, Recruiting Assistant, HR Administrator.

**PERSONAL SKILLS**

* Strong communication skills
* Excellent in managing and leading
* Confident
* Languages known *: English* (fluently) and *Urdu*

**OTHER ACHIEVEMENTS**

* Has done internships in the field of HR Recruiting and an Advertising Assistance.
* Has been a finalist in the Miss/Mr. Public Speaker Competition
* Have attended many seminars and events