CURRICULUM VITAE

POSTED APPLIED FOR HR Administrative & Assistant

**PERSONAL DETAILS - DILKASH**

Nationality : Indian

Religion : Islam

Email : [dilkash.369461@2freemail.com](mailto:dilkash.369461@2freemail.com)

**CAREER OBJECTIVE**

Looking for a long association with people oriented organization where individual skills, talent, honest and hard working are acknowledged and conductive work environment is provided.

**EDUCATION HISTORY**

**2013 To 2015** : **Passed Master of Management Studies with 73%** from G.N.V.S Institute of Management**,** **Mumbai University, Mumbai**

**2009 To 2012** : **Passed Bachelor of Computer Application** **with 74%** from **Karim City** College, **Kolhan University (Chaibasa)**.

**2006 To 2008** : **Passed Intermediate Commerce** **(HSC) with 64%** from KMC, **Jharkhand Academic Council** Ranchi.

**2006** : **Passed Matriculation with 49% from DBMS career Academy**

**OTHER PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Gender** | Female |
| **Marital Status** | Single |
| **Religion** | Islam |
| **Mother Tongue** | Hindi |
| **Date of Issue** | 18/04/2017 |
| **Date of Expiry** | 17/04/2027 |
| **Place of Issue** | Ranchi, Jharkhand |
| **Date of Birth** | 10th August 1989 |

**TECHNICAL QUALIFICATIONS**

* Completed 6 months Diploma In Computer Application and 2 months course of Tally.Erp9 Level-2 from NIIT Jamshedpur.

**OTHER SKILLS**

**Computer Skills:**

* Tally.erp9 level-II
* Microsoft XP applications (Word, Excel, Office, PowerPoint, Outlook, Access) – Advanced, Emailing browsing etc
* Operating System: - 7 /8/ 8.1.
* C,C++

**Language Skills:**

* English (Speak, Write and Read)
* Hindi (Speak, Write and Read)
* Urdu (Speak and Read)

**PERSONAL COMPETENCIES**

* Ability To Work In A Fast-Paced Environment To Set Deadlines.
* Excellent Oral And Written Correspondence With An Exceptional Attention To Details.
* Highly Organised With A Creative Flair For Project Work.
* Enthusiastic Self-Starter Who Contributes Well To The Team.
* Quick learn ability and Team player.
* Easily gets adapted to work places

**INTERNSHIP**

Company: - Tata Steel Ltd, Jamshedpur (Jharkhand)

Project: - Study On ECBS and Its Implementation at EQMS Department

Duration: - May – June (2014)

**INTERESTS AND HOBBIES**

* Listening Songs
* Singing Songs
* Cooking
* Travelling

**DECLARATION**

I do hereby declare that the above information’s are true, correct to the best of my knowledge and belief.

Thanking you, Yours Faithfully

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLACE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(DILKASH)**