**CIRRICULUM VITA**

**Reshma**

[**Reshma.370028@2freemail.com**](mailto:Reshma.370028@2freemail.com)

**Career objective:**

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential.

**Technical Profile:**

* Basic knowledge of computer
* MS Office
* Internet
* Typing Course (40 wpm)

**Language known:**

* English, Hindi and Urdu

**Experience:**

* One year experience in Indian Institution of Medical and Research, Bangalore as a admin and computer operator.

**Strength:**

* Optimistic
* Highly adaptable to the environment
* Initiative and attentive to work

**Extracurricular activities and achievement:**

* Basic computer course
* Typing Course
* Good typing speed
* NCC in Indian air force

**Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic qualification** | **School/College** | **Percentage** | **Year of passing** |
| S.S.L.C | Al-Mubarak English High School | 50.49 | 2008 |
| Pre University | Junior College | 48.56 | 2010 |
| B.Sc(CBZ) | Maharani Science College For Women |  |  |
| Semester-1 | 66.2 | 2010 |
| Semester-2 | 69.8 | 2011 |
| Semester-3 | 65.2 | 2011 |
| Semester-4 | 68.6 | 2012 |
| Semester-5 | 63.2 | 2012 |
| Semester-6 | 67.8 | 2013 |

**Personal Profile**

Date of Birth : 20.08.1991

Sex : Female

Nationality : Indian

Marital Status : Unmarried

Language known : English, Hindi, and Urdu

**Declaration:**

I hereby declare that all the statement mention above is true and complete to the best of knowledge and belied.