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**Saba**

**Saba.371362@2freemail.com**

**CAREER OBJECTIVES**

To be a part of industry where I can exhibit my level of talent, research knowledge and confidence and reach level of self-actualization. Seek new challenges in operations/ process migration, which effectively utilizes my potentials. Looking for an opportunity which will give me the chance to implement new ideas and processes to my workplace to provide value add to the organization with the quest for self-satisfaction.

**PERSONAL SKILLS**

1. Task oriented.
2. Resource with an ability to keep a cool head in a crisis situation
3. Willingness to accept responsibility and drive myself to fulfill them
4. Creative and logical with good problem solving skills
5. Positive attitude towards any kinds of work.

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Years** | **Standard** | **Result** | **Percentage** | **Grade** |
| **2007** | **SSC** | **Passed** |  **53%** |  **B** |
| **2009** | **HSC** | **Passed** |  **44%** |  **B** |
| **2012** | **TY BCOM** | **Passed** |  **65%** |  **A** |
| **2014** | **MCOM** | **Passed** |  **63%** |  **A** |
|  |

**OTHER QUALIFICATION**

* MS Office (Word, Excel, PowerPoint)

**WORK EXPERIENCE**

* 6 months experience as an admin in FEPL Engineering Pvt Ltd.
* 3 months experience as a Receptionist in Sanjary Palace Hotel.

**PERSONAL DETAILS**

* Date of Birth: -15thSeptember 1991
* Marital Status: - Married
* Nationality: - Indian
* Language Known: - Marathi, English & Hindi
* Hobbies: - Surfing Net, Music, Reading Books, Dance.
* Strength: - Almighty, My Parents, Positive attitude, Responsible and faith of loved ones.

 **DECLATION**

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