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|  |  | **RESUME** | |
| **NAZIA** |  |  |  |
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**E-mail:** [**NAZIA.374448@2freemail.com**](mailto:NAZIA.374448@2freemail.com)

**OBJECTIVE**

I am a Post Graduate in Commerce with specialization in International Business Operations and intend to work in a reputed organization in order to accomplish my personal and professional goals and to be an asset for the organization.

**STRENGTHS**

I am growth oriented person who is disciplined, creative and seek to use my knowledge in the best possible ways to add value and innovation to my work experience and my workplace..

**EDUCATIONAL QUALIFICATIONS**

***Academic*** **: ♦B.Sc From University of Kashmir**

**♦B.Ed From University of Kashmir**

**♦M.Ed From University of Kashmir**

**♦N.T.T From SSA New Delhi.**

***Professional*** : ♦**M.Com with specialization in International Business Operations from IGNOU.** **♦Post Graduate Diploma in International Business Operations from IGNOU**

***Technical*** : ♦Three Years Diploma in Electronics and Communication Engineering from State Board of Technical Education , Srinagar, Kashmir.

* ♦Tally course from informatics cultural & computer institute Rolla Sharjah.

***Others***

: ♦Graduate Certificate Course in an international workshop “**Youth Leaders Capacity** **building Workshop” Sponsored by SARD, MAC and Government of Canada and Netherlands held at Tata Engineering Research Institute, Gurgoan, India (May 2006)**

♦One Year Diploma in Computer Applications from NCPUL ♦Certificate Course in Computer Concepts from DOEACC ♦ One Year Diploma in Urdu Language from NCPUL

**PARTICIPATIONS**

* Participated in various Seminars, Symposiums and debates
* Participated in many cultural Programs
* Participated in many social work activities
* Participated in NCC, attended many camps
  1. Special National Integration Camp SNIC, Rangreth Srinagar (July, 2007)
  2. Annual Training Camp, Pahalgam Kashmir (September 2007)
* Participated in NSS Attended many activities and social works sponsored by NSS
* Participated in many Sports events in games like Ball badminton and water Skiing

**AWARDS AND PRIZES**

Won many Awards and Prizes in curricular and co-curricular activities won many prizes in Seminars, symposiums and debates.

Awarded as best cadet with positive attitude from amongst 310 cadets in Annual training camp, Pahalgam , Srinagar. (September 2007)

**WORK EXPERIENCe**

* Worked as Administration Secretory in Crude Energy llc.Garhoud,July 2017.
* Worked as a Teacher in International Indian School, Ajman U.A.E from April, 2013 to july 2015
* Worked as CEO in Amaffhz Vacations Kashmir India, Srinagar , Kashmir from 2010 to March 2013.
* Worked as Teacher in Army Public School, Batwara, Srinagar, Kashmir March 2009 to December 2009.

**PERSONAL PROFILE**

***Full Name***

: NAZIA

***Date of Birth***

**:** 05-10-1984

***Nationality***

: Indian

***Marital Status***

: Married

***Visa Status***

: Residence Visa

***Languages Known***

: English, Urdu, Hindi, and Kashmiri

**CONCLUSION AND DECLARATION:**

*I here by certify that the above mentioned statement is correct and true to the best of my knowledge and belief.*