Curriculum vitae

 Gazala

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**Objective:** On accepting challenges make mark of my own spread a perfect knowledge and make good environment my strength is my communication skill and ability to be forged according to atmosphere. I am very open and compatible to any environment and can work on any system with little effort using my previous experience and capabilities.

**Trainings:** six month office assistant course from Gandhi information technology Unnao UP India and three month computer diploma from orchid consultancy Unnao UP India.

**Personal skill:**

1- Strong will & desire to succeed. 2 - Ability to converse and convince all clients. 3- Ability to adopt myself in different environment.

**Qualification:**

1- Master degree in information technology from Deemed University Allahabad UP India. 2- B.Sc in Math from Kanpur University UP India.

**Experience:** I have three years teaching experience from Zeenat inert college Unnao UP India. I was teaching Chemistry & Math of standard (9 to 12) students.

**Responsibility**: 1- To get complete course. 2- Making register monthly. 3- To get physical activities in a week. 4- Always give best result. 5- Preparation of cultural program.

**Presently Doing:**

1- Teaching Math, Computer in Excel Advanced Education sharjah U.A.E. 2- Doing as an administrative secretary in Excel Advanced Education sharjah U.A.E.

**Personal Details:**

Date of Birth : 15-07-1983 Religion : Islam Nationality : India Marital Status : Married Language Known : Eng, Urdu , Hindi

**Hobbies:** My hobbies are reading books related to knowledge, watching & listening good songs.