**Gulfjobseeker.com CV No:** **1412556**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

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**CAREER OBJECTIVE**

 A challenging position encouraging the utilization of previous experience also, to be a part of an organization where I can grow in terms of knowledge, skills and attitude and put to an effectively use my analytical abilities and professional competence.

**WORK EXPERIENCE**

* One year Experience as a Office Assistant in Ghaziabad **U.P India**

**EDUCATIONAL QUALIFICATION**

* **Master in Commerce** from :- Rohilkhand University, Bareilly (India), 2013
* **B.com ( Bachelor of Commerce** )from :- Rohilkhand University, Bareilly (India), 2011
* **Secondary education( Commerce** ) from :- C.B.S.E Board, Delhi, India, 2008

**TRAINING**

* Basics of Computer training (6 Months) from L.B.S Training Institute in 2006

**IT SKILLS**

* Diploma in Computer Information Technology (C.T.T) IN 2006
* Internet Browsing, Email
* MS Word , Excel, Power Point
* Windows Xp,7,8

**PERSONAL DETAILS**

* Age : 24
* Date of Birth : 05-11-1990
* Sex : Female
* Nationality : Indian
* Marital Status : Single

**PASSPORT DETAILS**

**LANGUAGES KNOWN**

* English:- Good
* Hindi:- Good
* Punjabi:- Good

**STRENGTHS**

* Sincere and I thoroughly enjoy working
* Highly optimistic and can handle any amount of stress at work
* Happy and satisfied when I achieve my target and appreciation for goal
* Good communication skills for interfacing with internal and external contacts.

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge and will not seek to make modifications.