**TALIB**

Bachelor of Business Administration from Sunrise University, Alwar in year 2015.

**E-Mail:**

Talib.382703@2freemail.com

**Languages Known:**

* Hindi
* English (US)
* Urdu

**Hobbies:**

* Social Networking.
* Travelling.

**CURRICULUM VITAE**



**Career Objective**

To associate with an organization that progresses dynamically and gives me a chance to update my knowledge and explores my potential.

**Specialization**

* Business Administration

**Academic****Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Year of** | **Institute/** | **Board/** |
|  | **Passing** | **School** | **University** |
|  |  |  |  |
|  |  | Sunrise | Sunrise |
| B.B.A. | 2015 | University | University |
|  |  |  |  |
| Senior Secondary | 2012 | Vanasthali | CBSE Board |
|  |  | Public School |  |
|  |  |  |  |
| Higher Secondary | 2010 | Green Land | CBSE Board |
|  |  | Academy |  |
|  |  |  |  |

**Achievements**

* Achieved **6 Band in IELTS**.

**Work Experience**

* Worked as Business Development and Client Relationship Executive with Haryana Fish Centre from 01st January 2016 to 24th January 2018.
* Working as a Branch Manager with Bluesky immigration and consultancy New Delhi from 28th January 2018 to till date.

**Key Skills and Proficiency**

* Adaptable
* Can work effectively in team, as well as individually

**Computer Proficiency**

* Basic Knowledge of Computer.
* Basic Knowledge of Computer Application & Internet.

**Strength**

* Good Communicator & have Command on English Language.
* Sincere and Hardworking.
* Confident.
* Punctual.

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Date of Birth | : | 15/11/1993 |
| Marital Status | : | Single |
| Nationality | : | Indian |

**Declaration**

I hereby declare that above information is correct to the best of my knowledge and belief.