 



MAULIKA

**Email:** [maulika-395086@2freemail.com](mailto:maulika-395086@2freemail.com) **Dubai, U.A.E**

**CAREER OBJECTIVE**

To work in a challenging position wherein my abilities and experiences can be utilized for the benefit of the company with a scope to upgrade my skills for future personal and effective contribution of the organization.

**EDUCATIONAL QUALIFICATION**

### Electronic Engineering from GTU University (till 4th Semester)

* **12th (Science) passed with 58%**
* **10th passed with 90%**

**WORK EXPERIENCE**

* **Worked as Administrative Assistant in Ahmedabab, India from March 2014 to April 2018 (5 years)**

**PROFILE**

* + Hard working, Dedicated, Sincere and Result Oriented
  + Can work under pressure with time bound performance
  + Good communication and analytical skills

**COMPUTER SKILLS**

* + Basic Computer Skills (Ms-Office)
  + C++ (with A+ grade)
  + Internet & Email

**PERSONAL DETAILS**

Date of Birth : 12/01/1993

Nationality : Indian Marital Status : Married Gender : Female

Languages Known: English, Hindi & Gujarati Visa status : Visit Visa

Visa Validity : **Entry Date: 10/10/2019 (One Month Visit)**

**DECLARATION**

## I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

Place: Dubai U.A.E **MAULIKA**