

# CURRICULUM VITAE

**NASREEN**

House No. A-1262, Gali No.- 24, Part- 4

Zero Pusta, Soniya Vihar

Delhi- 110094

Mobile No.:- 9873802930

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## Objectives:-

- "Want to work with an organization company where my skill, ability could be utilized for the growth of the company or an organization."

## Strength:-

- Hard working
- Tolerance
- Ability to Understand Responsibility
- Ability to adjust in Multi Task
- Good Communication skill

## Academic Qualification:-

<u>Standard</u>	<u>Name of Board/University</u>	<u>Status</u>
Secondary	C.B.S.E (Central Board of Secondary Education)	Passed
Sr. Secondary	C.B.S.E (Central Board of Secondary Education)	Passed
Graduation B.A (Program)	D.U (Delhi University)	Passed

## Technical Proficiency:-

- Microsoft Office
- Power Point
- Excel
- Internet

## Working Experience.

- Two Year Seven Months in *KELVIN INSTITUTE* (IIT-JEE/MEDICAL/FOUNDATIONS) as a Computer Operator in Yamuna Vihar, Delhi.
- Three Year Worked in *D.P.H. Software Pvt. Ltd* Company in Nehru Place, Delhi as a Data Entry Operator.
- Six Months worked in *Aadhar UID Enrollment* as a Computer Operator.
- One Year worked in *Lakshya Tour & Travels Pvt. Ltd* as an Office Assistance for Data Entry Operator.

**Typing Speed:-**

- 45 Words per Minute.

**Personal Details:-**

- Husband Name : Mr. Naushad Alam
- Date of Birth : 09/Sep/1991
- Sex : Female
- Marital status : Married
- Nationality : Indian
- Language : Hindi & English

**Hobbies:-**

- Listing Music
- Reading & Teaching Books

**Declaration:** I hereby declare that all the information given by me overleaf is true and Correct to the best of my knowledge and belief.

**Date:** \_\_\_\_\_

**Place: Delhi**

**(NASREEN)**