

Nishat Khatoon

Profession

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Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Skills

Reading Comprehension	
Lesson Planning	
Homework Assistance	
Progress Reporting	

Professional Experience

2021-11 - 2023-01	Kaushal Vikas Yojna <i>Electrical, Banda</i> - Developed strong communication and organizational skills through working on group projects. - Proven ability to develop and implement creative solutions to complex problems. - Passionate about learning and committed to continual improvement. - Used strong analytical and problem-solving skills to develop effective solutions for challenging situations. - Proven ability to learn quickly and adapt to new situations.
2022-03 - 2022-06	Internship Student <i>C++, Banda</i> - Delivered clerical support by handling range of routine and special requirements. - Communicated effectively with faculty and staff and accepted critiques and suggestions for areas of improvement. - Explored new technologies and approaches to streamline processes. - Reported back to instructor to receive day-to-day tasks and responsibilities. - Collaborated with senior management on new initiatives to build confidence.

Education

Bachelor of Commerce: Corporate Accounting <i>Rajeev Gandhi DAV Degree College - Banda, Uttar Pradesh</i>
Intermediate: Science Education <i>G.G.I.C Inter College - Banda, Uttar Pradesh</i>
High School Diploma <i>G.G.I.C Inter College - Banda, Uttar Pradesh</i>

Watching Knowledgeable things

Like to watch knowledgeable things which enhance my knowledge and my thinking skills.

I hereby assure that the above furnished details as true to the best of my knowledge
Nishat Khatoon