

RESUME

AASMA KHATOON

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CAREER OBJECTIVE

To seek responsible position in the professional field through hard work and dedication that offers tremendous amount of growth, potential as well as numerous learning opportunities.

WORKSHOP AND CONFERENCES

- ❖ StPresented Paper and PPT in **National conference on Issues and challenges of higher Education of India** organized by Govt Girls College Sehore.
- ❖ Participated in workshop Organized by '**Environment Planning & Coordination Organization**' (EPCO) in Bhopal..
- ❖ Participated in seminar Organized by LNCT College, Bhopal on the Topic "**Android Application**".

COMPUTER KNOWLEDGE

- ❖ Microsoft Office
- ❖ Microsoft visual basic 6.0 and RDBMS
- ❖ Internet Operation (Mailing and Reporting)
- ❖ Adobe Page Maker

STRENGTH

- ❖ I am flexible, self behavior, tactful & emotionally controlled person.
- ❖ To work extensively till my satisfaction
- ❖ I am hardworking and quick learner

NON TECHNICAL SKILLS

- ❖ Ability to grap the new things.
- ❖ Result oriented performance
- ❖ Good convincing power and ability to prove my point

INTERSHIP

- ❖ Worked as a HR manager under recruitment verticalin in recruitment firm in Emphasis World in Bhopal for one Month.
- ❖ Worked in the Data Entry department of **Silicon enterprises** for 1 month.

CERTIFICATION

- ❖ Tally.ERP 9

EDUCATION QUALIFICATION

PART A

S.No.	Degree	College	University	Percentage
1	MBA (IB) pursuing	Oriental college of management	BU University	
2	B.Com (CA)	Career College Bhopal	BU University	64.00

ACADEMIC QUALIFICATION

PART B

S.No.	Class	Board	Percentage
1	Higher Secondary (XII)	MP Board	48.00
2	High School (X)	MP Board	58.00

HOBBIES

- ❖ Listening Music
- ❖ Playing games
- ❖ Travelling

PERSONAL PROFILE

- ❖ Father's Name :- LT Abdul Salamuddin
- ❖ Mother Name :- Aziza Khatoon
- ❖ Date of Birth :- 08/09/1998
- ❖ Nationality :- Indian
- ❖ Religion :- Muslim
- ❖ Address :- Flat No.19 C Sector Mandakini Parisar
Indrapuri Bhopal
- ❖ **Language Known** :- Hindi, English

DECLARATION

Needless to say my biggest qualification is my knowledge & confidence that always motivates me I possess a glowing executive personality. If I get a chance I shall expand my capability in order to remain at the leading edge of Profession.

Place:

Date:

AASMA KHATOON