

# CURRICULUM VITAE

## SUMAIRA KHAN

**Address- Vivek khand 2 Gomtinagar.**

Mobile (Self): +918081182113, 7985357286

Email: [sumaira.khan3700@gmail.com](mailto:sumaira.khan3700@gmail.com)

### Career Objective

To obtain a responsible and challenging position that will enable me to use my strong organizational skills, educational background, and ability to work well the people.

### Core Competencies

- ✓ Good communication skills.
- ✓ Recruitment program.
- ✓ Data entry
- ✓ Time Management skill.
- ✓ Handling client recruitment as on call of face to face.
- ✓ Team management, project management.

### Education

- ✓ Master of Business Administration (MBA) from Integral University 60% (2016-2017)
- ✓ Bachelor of Art Passed from C.S.J.M University 60% (2015)
- ✓ Intermediate Passed From G.G.I.C UP Board 50% (2012)
- ✓ High school Passed from G.G.I.C UP Board 49% (2010)

### Other Qualification

- ✓ Course on Computer Concept (CCC) 2021
- ✓ NIIT Working with Microsoft Office 2013 completed 30 November 2019
- ✓ NAS Solution Human Resources Development 1<sup>st</sup> Jan to 31<sup>st</sup> March 2020

### Hobbies

- ✓ Learn new things
- ✓ Watching movies

### Strength

- ✓ Positive thinking
- ✓ Self confidence
- ✓ Good communication skills and honesty
- ✓ Hard work

### Experience

- ✓ SS Group Pvt.Ltd. 6 Month
- ✓ Dizivita Solution Pvt. Ltd. 1 Year
- ✓ Baya India Industries Pvt. Ltd. 1 Year
- ✓ Extramarks Education Pvt. Ltd. 6 Month

✓ Mythiksha School Private Limited 6 Month

### Personal Details

✓ <b>Father's Name</b>	:	Rais Khan
✓ <b>Date of Birth</b>	:	27 March 1994
✓ <b>Gender</b>	:	Female
✓ <b>Nationality</b>	:	Indian
✓ <b>Languages Known</b>	:	Hindi, English
✓ <b>Marital Status</b>	:	Unmarried

### Declaration

I hereby declare that the given above information are true to the best of my knowledge and belief and can be supported with reliable documents when needed.

**Date:**

**Place:LUCKNOW**

**(Sumaira Khan)**