

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 1st Jan to 31st 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

✓ **Father's Name** : Rais Khan
✓ **Date of Birth** : 27 March 1994
✓ **Gender** : Female
✓ **Nationality** : Indian
✓ **Languages Known** : Hindi, English
✓ **Marital Status** : 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)