

Aisha Noor

9212189183

aishanoor7110@gmail.com

Mustafabad, Delhi 94

Sex : Female

Languages Known : Hindi, English

Skill

•Basic to Advance knowledge of computer.
•MS- WORD , MS- EXCEL , POWER POINT HTML ,CSS.
•E-mail Handling.
•Hard Worker,Honest



Objective

To Build Career in a growing organization.where I can get the opportunities to prove my ability by accepting challenges.

Education

- 12th class passed from CBSE Board in 2019.
- 10th class passed from CBSE Board in 2017.
- Pursuing BCA 3 year from IGNOU .
- Diploma : Advance Diploma In Computer Application

Hobbies

- learning new things.
- Gathering knowledge.
- Dancing, Drawing, photography.

Strength

- positive attitude, good communication skills.

Experience

- 3 months experience In Receptionist in Shifa Clinic.
- 6 month experience in Telecalling in IICS.
- Currently working in Aakash+byjus as a Tele Counsellor & Academic Cordinator.
- Experience in invigilation , classes schedule manage ,data entry ,Other Academic works .

Declaration

I solemnly confirm that all the information furnished above is true to the best of my knowledge and belief.