RESUME

RAHEELA UNNISA

Email Id : Raheelaunnisa124@gamil.com

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House No : 18-4-795/49

Quadri Chaman Road, Falaknuma,

Hyderabad, 5000053- T.S. INDIA

**CAREER OBJECTIVE:**

A Creative, entrepreneurial and self driven professional with proven leadership, Qualities, seeking an environment that would offer a fitting platform to optimize exiting skill sets. To pursue a challenging career and be a part of progressive organization that give a scope to enhance my knowledge and utilize my skills towards the growth of organization.

**PERSONALITY TRAITS:**

* Good communication and presentation skills.
* Ability to meet multiple deadlines and multitask.
* Strong influential, negotiation and persuasive skills.
* Excellent interpersonal skills & a good player.
* Ability to adopt and work flexibly in a new domain.

**COMPUTER SKILLS:**

* Advance Diploma Computer Application.
* MS-Office.
* Tally.
* Hardware.
* Internet operation.

**ACADEMIC QULIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Specialization | Institution | Board/ University |
| Masters of business Administration.  (M.B.A) | Finance | AL-Qurmoshi Institute of Business Management, Hyderabad. | Osmania University. |
| Bachelor of Commerce.  (B.COM) | Computer | Sharadha Vidyalaya Degree & PG College,  Hyderabad. | Osmania University. |
| Intermediate.  (C.S.E) Vocational. | Computer Science Engineering | Government junior college,  Hyderabad. | Telangana State Board Of Intermediate Education. |
| Secondary School Certificate. (SSC) | S.S.C | Sultan Ul-Uloom High School.  Hyderabad. | Board of Secondary Education. |

**STRENGTH:**

* Quick Learning.
* Self Confident.
* Team work.

**PERSONAL DETAILS:**

NAME : RAHEELA UNNISA

FATHER NAME : LATE, SYED SULTAN

DATE OF BIRTH : 20-02-1997

SEX : FEMALE

MARITAL STATUS : UN MARRIED

NATIONALITY : INDIAN

LANGUAGES KNOWN : ENGLISH, TELUGU &URDU

**DELARATION:**

I hereby declare that the above given details are true and correct to the best of my knowledge and belief. If given a chance to work with your professional organization. I would work to the vest my ability.

**(RAHEELA UNNISA)**