

SHAHEEN BANO



Present Address:

7/1/6, Bedia Danga Masjid Bari Lane
Kolkata 700039

Permanent Address:

7/1/6, Bedia Danga Masjid Bari Lane
Kolkata 700039

Objective:

To be able to fit myself in the organization and skillfully showcasing my skills for congenial progress of the organization and able to upgrade my skills to suit the needs of the industry.

Educational Background:

Year	Degree	Institute	University/Board	%
2000	10 th	A.G.School (N.I.O.S)	C.B.S.E	58 %
2002	12 th	A.G.School (N.I.O.S)	C.B.S.E	52%

Work Experience:

1. ENBLOC SYSTEM as System Manger for 5 Years
2. X Creation Software Services PVT LTD. (SR CCE for 2 yrs)
3. Lakme Salon as a Customer Manager for 6 months (Selling & Customer Service)
4. Trainee – HR at GRAVITY MANPOWER CONSULTANTS PVT. LTD for 3 Months
5. Currently working as a Receptionist at KONCEPT WEBITISEMENT PVT LTD (6 Month)

Interest / Activities:

- Keeping abreast of the current affairs through reading of newspapers and magazines, Special Interest.

Computer Skills:

- BASIC COMPUTER SKILLS FROM IMPERIAL ACADEMY
- WINDOWS 98,,OFFICE 2000, D.T.P AND INTERNET