

Curriculum vitae

AIMAN

Objective:

To work sincerely, honestly and promptly towards the goal and objective of the company there by making a difference in the company's future prospects and grow proportionally.

Looking forward to join a progressive, organization that gives a hike to update my practical knowledge and skills in conformity with the latest trends and be part of a team that dynamically works towards growth of the company and attains satisfaction.

Work Experience:

Fresher.

Education Qualification:

- 1 Bachelors Degree in Business Administration (BBA).*
- 2 Hr. Sec. with P.C.B from Jammu and Kashmir State board of school education.*
- 3 Pursuing Masters in Business Administration (first sem)*

Computer Skills:

- 1 Operating Systems:*
 - MS-Dos/Windows 95/98/2000/XP/Vista*
- 2 Packages:*
 - MS-Word/Excel/PowerPoint/Access*
 - Create Employee Attendance Sheet in Excel*
 - Create Employee Salary Sheet in Excel*

Skills:

- 1 Effective communication skills.*
- 2 Strong communication & Negotiation Skills*



- 3 *Knowledge of whole process of recruitment to exit of employees*
- 4 *Experience with team building/Employee*
- 5 *Engagement activities*
- 6 *Performance evaluation*
- 7 *Training and development*
- 8 *Knowledge about PF and ESIC*
- 9 *Willingness to learn and master new things quickly.*
- 10 *Target oriented.*
- 11 *Giving a healthy and friendly atmosphere to colleagues and juniors.*
- 12 *Effectively managing the company issues and policies.*
- 13 *Managing high regards.*

Strength:

- 1 *Effective communication skills.*
- 2 *Excellent ability for team work.*
- 3 *Adjustable in any kind of environment.*
- 4 *Motivator of good level of inter-personal communication and will power.*

Hobbies

- 1 *Cooking and chatting.*
- 2 *Working on computer.*
- 3 *Surfing on Internet.*

Personal Details:

- 1 *Name* : *Ms Aiman*
- 2 *Parentage* : *Pervez Ahmad Bhat*
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- 6 *Present Address* : *Zoonimar Ali Jan Road Soura Srinagar*
- 7 *Pin Code* : *190011*



I Aiman certify that the foregoing information above is correct and complete to the best of my knowledge and nothing has been concealed or distorted or kept hidden. I understand that any time I am found to have concealed or distorted any material information, my selection should be terminated.

