**ZARRA AHMED**

81 Karmchari Colony Mob: 9425023123

Dewas (MP) 455001 Mail: zarra.ahmed@gmail.com

**CAREER OBJECTIVE:** To serve the organization with full dedication hard work and continuously improving my knowledge base

**EDUCATIONAL CREDENTIALS:**

2019 MBA in HR cum IT from DAVV, Indore

2007 Bachelor of Engineering – Electrical & Electronics from MIT Ujjain (RGPV Bhopal), secured 69.03%

2003 Higher Secondary Certificate from St. Mary’s Convent School Dewas, CBSE Board secured 64.2%

2000 High Secondary Certificate from St. Mary’s Convent School Dewas, CBSE Board secured 63.2%

**ADDITIONAL CERTIFICATE:**

2018 Post Graduation Diploma in School Leadership & Management from IGNOU Delhi, secured 67.48 %

**PROFESSIONAL EXPERIENCE:**

Worked as PEAO at Catalyser Eduventure P. Ltd. Indore (Nov 2017 to April 2018)

Worked as Administrator & HR Manager in Little Angel Academy Dewas (May2016 to June 2017)

**KEY RESPONSIBILITIES:-**

* Responsible for the departmental Administrative tasks
* Recruitment & Selection
* Taking presentations, GDs & Seminars

Worked as Assistant Professor under different Institute & had 6 years of teaching experience

* Oriental University, Indore (Nov 2014 to May 2016)
* Mandsaur Institute of Technology, Indore ( Nov 2013 to Nov 2014)
* Synergy Institute of Technology, Dewas (May 2010 to June 2013)

**AREA OF INTEREST:**

* HR
* Training & Development
* Team coordinator

**COMPUTER PROFICIENCY:**

Experience in using ERP

Proficient in MS Word, Power Point, Excel and Outlook

* Languages : C, C++
* Operating system : Windows & MS DOS
* Applications : MS-OFFICE & Computer Hardware

**INDUSTRIAL TRAINING:**

* Kirloskar Brothers Limited, Dewas (M.P.) training for 15 days, where the manufacturing of single & three phase pumps was observed.
* Center for Advanced Technology, Indore (M.P.) training for 30 days, where I worked on “Variable Power Supply Using P.C.”.

**EXTRA CIRRICULAR ACTIVITIES:**

* Won 2nd prize in Leg Cricket at College level.
* As Captain leaded the team in Handball & Basketball at District level and won prize.
* Active participation in cultural activities at college and school level.
* Active participation in essay and quiz competition during my schooling.

**HOBBIES:**

* Playing computer games, Mehendi designing, to make best of the waste & net surfing.

**PERSONAL SKILLS:**

* Strong written, verbal, and visual communication skills.
* Ability to function in a team environment.
* Basic organization, multi-tasking, and problem-solving skills.
* Ability to interact effectively with a wide range of staff throughout the organization.
* Ability to assess the students and their needs.
* Ability to guide the students through their career.

**PERSONAL MEMORANDA:**

* Date of Birth : 4June 1984.
* Nationality/ Religion : Indian/ Muslim
* Languages known : English, Hindi, Urdu.
* References : Available on request.

**The above information provided is true to the best of my knowledge**

Place: **Dewas**  **Zarra Ahmed**

Date: