

ZIYA FATIMA KHAN

CONTACT

101, Super Palace, Khajrana
Indore , Madhya pradesh India
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EXPERTISE

- Time management.
- Inspiring and confident leader.
- Problem solving and analytical skills.
- Team management and mentoring.
- Active listener.
- Good at Communication, decision making and public speaking.
- Punctuality
- Creativity
- Performance management
- Basic computer skills

KNOWN LANGUAGES

- English
- Hindi
- Urdu

ENTHUSIASM

- Study.
- Hangout with friends.
- Interested in sports, anchoring and hosting events.
- Biking.

SYNOPSIS

An enthusiastic and meticulous person with leadership skills and proficient in English language, having Bachelor of Arts with English literature as well as an UPSC aspirant.

OBJECTIVE

To have career in a professional organisation and put all my efforts into the growth of the organisation. It will also help me to explore, learn new skills to get knowledge, experiences and enhance my capabilities in different fields.

QUALIFICATION

Bachelor of Arts

Islamia karimia college, DAVV | Indore , Madhya Pradesh
India
2019 - 2022
67%
History, Political science and English literature as core subjects.

Stenography English and secretarial practice

Government Industrial Training Institute | Indore , Madhya Pradesh India
2018 - 2019

Higher secondary

St. Theresa's H.S. school | Dhar , Madhya Pradesh India
2017 - 2018
PCB
83%
MPBSE

High school

St. Theresa's H.S. school | Dhar , Madhya pradesh India

ATTAINMENTS

- Best anchor award in college event in 2022.
- Organized many big and small events in academics.
- Best assembly organiser of 12 years in school.
- Served school as a head girl as well as house captain
- Used to be different committees head in school and college.
- Being an extrovert always ace in curricular activities and extra curricular activities and won many more awards.

PARTICIPATION

Participated in competitive exams like UPSC, MPPSC, NEET.

2015 - 2016

CBSE

9 CGPA

EMPLOYMENT HISTORY

Assistant supervisor

Forever living products | Indore, Madhya pradesh India
01/2022 - 09/2022

I worked as a consultant there, made people understand about FLP.

Manager

Fortune library and Study zone | Indore , Madhya Pradesh
India

02/2023 - Present