**RESUME**

**shabnam**

**ADD :- D3 / 175 shiv durga vihar lakkad pur faridabad (Haryana)**

**MOB :- 8178266063**

**CAREER OBJECTIVE:**

* A growth-oriented and challenging position in a progressive and prestigious organization, where my skills are utilized in the best way with a scope of learning, innovation and all – round career development.

**EDUCATION QUALIFICATION**

* 10th passed from C.B.S.C Board.

**OTHER QUALIFICATION:**

* Basic knowledge of computer:

**EXPERIENCE:**

* 1-year Experience in as a Sales in vision real tech.
* 1-year Experience in as a sales in vodafhone
* 6-year Experience in as a sales executive in JDS INFRA DEVELOPER'S PVT. LTD. REAL ESTATE COMPANY
* 10. Month Experience Mahadev Hyundai

**DUTIES & RESPONSBILITIES:**

* Greet and welcome guests as soon as they arrive at the office
* Answer, Screen, and forward incoming phone calls
* Provide basic and accurate information in-person and via phone/email
* Receive, sort and distribute daily mail/deliveries
* Order front office supplies and keep inventory of stock.

**PERSONAL INFORMATION:**

Father’s name : Mr.inayat

Date of Birth : 27/07/1995

Marital Status : Unmarried

Nationality : Indian

Religion : mushlim

Sex : female

Language known : Hindi & English

**DECLARATION:**

* I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

**Date………….**

**Place…………….. SHABNAM**