

Curriculum Vitae

Najiya Khatun

Mobile: 9701971965

Address: Palhinandan-2, Harpur Nawalparasi (West)

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CAREER OBJECTIVE

Seeking an organization where I can grow in terms of knowledge, skills and put to an effective use my analytical abilities and professional competence in the field of accounting so as to align self –development with organizational development.

PERSONAL DETAILS

Name: Najiya Khatun

Father's name: Taiyab Ali Khan

Mother's name: Nurjaha Khatun

Date of Birth: 2063-09-28

Marital status: UnMarried

Languages known: English, Nepali, Hindi, Bhojpuri.

Nationality: Nepali

Permanent Address: Palhinandan-2, Harpur Nawalparasi (West)

PERSONAL TRAITS

- Co-operating and coordinating In an team environment.
- Initiative and ambit to excellence.
- Adaptive to different situations and sincere towards work.
- A confident person who believes in working effectively and efficiently.

ACADEMIC QUALIFICATION & PROFESSIONAL

- 10th Pass - Harpur Secondary School Palhinandan-2, Harpur
- +2 Pass - Adarsh Secondary School, Ramgram-5, Nawalparasi (West)

EXPERIENCE

- 1 Year Teaching Experiences.
- 1 Year Diploma in Computer and Accounting Package from at Creative Pixel Nepal (CPN) Nawalparasi.
- 6 Month Experience in Accountant from Aayam Builders & Suppliers Pvt.Ltd BHW.

STRENGTH

- Organized leadership with good listening and communication skills
- Flexible, consistent, like to work in team with productive attitude
- Strong ability to adapt in working conditions
- Self –motivated, confident & ability to grasp new things

I, hereby declare that all the information stated above is true and completed to the best of my knowledge and understand that any false information will be ground for immediate dismissal. I there for authorize you to verify the information provided on this resume.