

Afshana Bhat

Data Entry Operator

PROFILE

Strong desire to enter in the trainee level position which required strong analytical skills, commitment and great team work abilities in corporate financing of medium sizes of global company, eager to acquire more knowledge and practical skills under the guidance in financial area of business entities, willing to move into more requiring position after incentive training . Later on, ready to move into management position into the company.

STRENGTH

- **Hard worker.**
- **Good Patience.**
- **Honest.**
- **Positive Attitude**

EDUCATION

2020

Bachelors Of Business Administration (BBA) From [Cluster University of Kashmir] Srinagar, J&K

2017

Higher Secondary from JKBOSE [State Board Of School Education Kashmir Division] Srinagar, J&K

2015

Senior Secondary from JKBOSE [State Board Of School Education

EDUCATION INCLUDED

- Statistics For Business Decisions.
- Business Accounting.
- Management Accounting.
- Tax Planning.
- Financial Management.
- Human Resource Management.
- E-Commerce.
- Quantitative For Management.
- Consumer Behavior.
- Business Policies and Strategies.

TECHNICAL SKILLS

- Trained for DDEO from Qness Corp. for a period of Six months.
- MS word.
- MS Excel.
- Power point presentation.
- Typing 50 Wpm with accuracy 99%.

PERSONALITY

- ✓ **Flexible and innovative.**
- ✓ **Strong analytical and problem-solving skills.**
- ✓ **Self-motivated, self-confident and quick learner.**
- ✓ **Ability to work with teams as well as individually.**
- ✓ **Goal oriented, positive and supportive.**
- ✓ **Converting innovating ideas to design.**

HOBBIES

- Cooking.
- Fashion Designing.

PERSONAL DETAILS

Name:	Afshana Bhat
D/o:	Mohd. Ishaq Bhat
Martial Status:	Single
Gender:	Female
Contact:	7006918526
Email:	bhatafshana046@gmail.com
Address:	Firdous Abad Batamaloo Sgr,

I hereby affirm that the information provided by me in this document is true.