

✉ parweennikhat102@gmail.com

☎ 058 832 5979

📍 Dubai, UAE

OBJECTIVE

Looking forward to an entry-level position to kickstart my career. I am adaptable and a quick learner. I can assure you of my professional and personal growth because I have what it takes to forge a successful path for both the company and my future.

STRENGTH

- Positive Attitude
- Thinking sequentially, critiquing & synthesizing information gained through conducting environmental risk and impact assessments. Ability to grasp new ideas and techniques
- Quick learner, who rapidly become familiar with any new environment.
- Willingness to learn.

LANGUAGES

- English
- Urdu
- Hindi
- Odiya

PERSONAL DETAIL

Father Name : SK. Azizul Bari
Date of Birth : 02 - 02 - 1995
Sex : Female
Religion : Islam
Nationality : Indian
Passport # : R3575018

Nikhat Parween



CAREER HISTORY

Sales Executive

Stone Age General Trading LLC 2022

Dubai-UAE

Duties:

- * Product & market research
- * Clients handling
- * Demonstrating and presenting products
- * Establishing new business ideas & products
- * Maintaining accurate records
- * Reviewing sales performance
- * Negotiating contracts and packages
- * Working towards monthly or annual target
- * Working banking consultancy personal & co operative loan

Trainer

State Council for Technical Education & Vocational Training

2016 - 2020

Odisha - India

Duties:

- * Give training to new students.
- * Prepare learning materials for programs
- * Research new teaching methods.
- * Solving Problems

ACEDAMIC QUALIFICATION

3 Years Diploma in Civil Engineering
State Council For Technical Education & Vocational Training

2013 - 2015

Odisha - India

Matric Secondary School Class (General)
Syed Mumtaz Ali High School
2010

Odisha - India

SOFTWARE KNOWN

- MS Office (Word, PowerPoint, Excel)
- 'C' Programming
- Auto CAD
- Good knowledge about internet.

TRAINING & PROJECTS

- A Project on Design & Architecture with Structural steel
- Auto CAD training from CTTC, Bhubaneswar

EXTRA CURRICULAR ACTIVITIES

- Taken part in cultural activities like Music at school & college level.
- Drawing

DECLARATION: I hereby declare that all the informaton furnished above is absolutely true to the best of my knowledge and test of my understanding.