Date: 06-01-2021

From,

Gulzar

Secunderabad

Hyderabad ,

Telangana . India,

Email id:: myworkingemailid2020@gmail.com phone ; +91 9704899778

**To,**

**The Personal Department**,

**Dear Sir(s)**

Sub: Application for a suitable post in your Organization.

Having come to understand that there are a few vacancies in your esteemed institution, I here by Submit my Resume for your kind perusal and Consideration,

I would like to take this opportunity to assure you that if I get the unique privilege of working in your esteemed institution, I would strive hard to live up to the expectations of my superiors and would discharge the tasks entrusted to me, to the best of my ability and to your satisfaction.

I look forward to your early and favorable response.

Thanking you,

Yours Truly,

Gulzar.

**OBJECTIVE:**

To make the work place leaning ground to use my knowledge and skill in the best possible way for the benefit of the Institution.

**EDUCATIN BACKGROUND**

Graduation in B.COM, Bachelor of Statistics, Commerce and Economic,

Diploma in Computers DOA (Diploma in Office Automation), Ms. Word, Excel, Power Point,

My Subjects: Statistics, Economics and Commerce.

I am having 10 years experience as Manager in Office Work cum Head in Administration department in Hyderabad.

**Software Skills**: Microsoft Word, Excel, Power point, Computer concept, Good

Type writing Skill,

**Work Experience** Present holding the post Manager in Office Work cum Head Administration department in Construction and Software company 10 years experience in Hyderabad. Telangana State, Country - India.

**My Responsabilites** :

Office Works: Manager Responsibilities

( 1 ) administrative department works and staff members., document controller, Communicating with people according to the requirement of work.

( 2 )Hiring, training employees taking action when necessary,

( 3 )Improving administrative policies

( 4 )Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained, Supervising day to day operations/

( 5 )Working with management ot set expenses

( 6 )Planing office meeting interviews, office events etc,

( 7 )Collecting and storing information in computers filling system,

( 8 ) Maintaning realtion ship with publishers to ensure collaboration in promotional activities

( 9 ) Sumit report of higher authorities

( 10 ) Reporting to head Officer

**Personal Details**:

Name: Gulzar

Sex: Female

Date of Birth: 1978

Nationality: Indian,

Language Known: English, Urdu, Hindi, Telugu.

**DECLARATION**:

I request your good self to kindly consider my resume and provide me a chance to serve in your Esteem Organization.

Place : Hyderabad.

,Telangana , India.

Thanking you,

Yours Faithfully,

Gulzar ,

Ph: 91+ 9704899778