

# RESUME

## SYEDA ROOHI TABBASUM

W/O: MOHAMMED ZEESHAN A

#1700 6<sup>TH</sup> CROSS NGK BLOCK AL KAREEM SCHOOL

ROAD SHANTINAGAR MYSURU 570019

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### Career Objectives

To be a part of an institution that can harness my potential effectively by providing ample growth opportunities, an avenue to learn and to use my knowledge and skills positively and effectively to grow with the institution.

### Educational Qualifications

ACADEMIC QUALIFICATION	BOARD / UNIVERSITY	YEAR OF PASSING	SCHOOL\COLLEGE NAME
MBA	UNIVERSITY OF MYSORE	2018-2020	YUVARAJAS COLLEGE (AUTONOMOUS)MYSORE
B.COM	UNIVERSITY OF MYSORE	2014-2017	ST.PHILOMENAS COLLEGE(AUTONOMOUS) MYSORE
2 <sup>ND</sup> PUC	PRE UNIVERSITY BOARD	2012-2014	ST.PHILOMENAS COLLEGE MYSORE

### TECHNICAL SKILLS

- Computer Basic
- Windows
- Tally ERP 9

### ADDITIONAL QUALIFICATION

QUALIFICATION	BOARD	YEAR	NAME OF THE CENTER
COMPUTER APPLICATIONS DIPLOMA IN MULTILINGUAL DTP & DIPLOMA IN URDU LANGUAGE	MINISTRY OF HUMAN RESOURCE DEVELOPMENT,(GOVT OF INDIA)CHANDIGARH & MINISTRY OF HUMAN RESOURCE DEVELOPMENT,(GOVT OF HIGHER EDUCATION) NEW DELHI	2015	SIR SYED COMPUTER CENTER

## ACHIEVEMENTS

PARTICIPATION IN THREE DAY INTERNATIONAL CONFERENCE ON CLIMATE CHANGE-INCONVIENENT TRUTH	ST. PHILOMENAS COLLEGE MYSORE	2015
TAXUNT	ST. PHILOMENAS COLLEGE MYSORE	2015
MANAGEMENT FEST (PARTICIPENT)	YUVARAJA'S COLLEGE MYSORE	2019
MANAGEMENT FEST (VOLENTERE)	YUVARAJA'S COLLEGE MYSORE	2019
GLOBAL TAX CHALLENGES ARISING FROM DIGITALIZATION	YUVARAJA'S COLLEGE MYSORE	2020
KSOU (JOB MELA) ORGANIZER	MYSORE UNIVERSITY	2019

## EXPERIENCE

- 1) Working as a guest faculty at Yuvarajas college Mysore from 2024
- 2) Worked at Infedelight global solutions as a Team Leader From 2023-2024  
Job title : Customer relation officer & Subject Matter Expert  
Name of the company : IGS (Infedelight global solutions) 2023-2024  
City/Country : Mysuru (India).
- 3) Worked at "HGS (Hinduja global solutions)".  
Job title : Customer relation officer & Subject Matter Expert  
Name of the company : HGS (Hinduja global solutions) (09/08/2017 TO 02/11//2018)  
Process : Amazon.  
City/Country : Mysuru (India).  
Description of job responsibility : Builds relationship with clients and solving their problems,
- 4) Event Management

## MY STRENGTH

- Hard Working
- Responsible & Sincere.
- Challenging.
- Dedicated.
- Analytical.
- Technically Literate.
- Flexible and Adaptive.
- Self-Confident and Reliable.
- Best In What I Do.

## HOBBIES

- Cooking
- Drawing

## LANGUAGES KNOWN

- Kannada
- English
- Hindi
- Urdu

## PERSONAL DETAILS

Name : Syeda Roohi Tabbasum  
Date of Birth : 01-01-1996  
Marital Status : Married  
Nationality : Indian  
Religion : Muslim

## Declaration

The above mentioned information is true and correct to the best of my knowledge so I kindly request you to provide me an opportunity to work in your esteemed organization and oblige.

**Date:**

**Place: Mysuru**

**Signature:**

**(SYEDA ROOHI TABBASUM)**