**Curriculum vitae**

**Name : Asma Ansar Edroos.**

**Sex :** Female

**Date of Birth :** 27th November 1996.

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**Address** **:** B-Wing, Flat no.605, 6th floor, Greenview Apt, Malwani phulangi C.H.S.L, Gate no.8, Near Kalavidyalay school, MHADA, Malwani, Malad (west), Mumbai-400 095.

**Qualification :** -Bachelor of Science (Microbiologist) from Patkar-Varde College, (Goregaon west), Mumbai.

 **-**Currently pursuing LL.B from MKES College of Law (Malad west) Mumbai.

**Career Objective:** To pursue a challenging and growth oriented career in an Organization/Company/School that offers opportunities to learn & grow by delivering the results.

**Experiences:** *-* Doctaplus (Healthcare Company) :

* Backhand handling
* Data Management
* Co-ordination with management
* MIS follow up

-Currently working:-

As an intern under Senior Advocate.

-Future endeavour :

Looking for better opportunity and to pursue education in future line to come.

**Technical Skills:** - Well versed with MS Word, MS Power Point & Excel.

- Good typing and keyboard skill.

- HTML coding

 **Personality Traits:**- - Strong analytical and problem solving skills. - Highly trustworthy, discreet and ethical.
- Multitasked.
- Smart working ability.
- Keen Observer.

 **(Asma Edroos)**