**NILOOFAR HUSSAIN**

Cell Phone: +91 8876244695,7002328144

Email: niloofardesign@gmail.com

**OBJECTIVE**

**Seeking an assignment in a reputed Organization.**

**PROFESSIONAL PROFILE**

* Proficient and resourceful professional with experience of **4 years** in the field of online working in translation, transcript, data entry in MS office, online PowerPoint presentation and designing logo designing, Photoshop etc.
* Currently Working as **Translator, Transcription in** Taus.com.
* Ability to support and sustain a positive work environment that fosters team performance with strong communication and relationship management skills.

**EXPERIENCE**

**March 2016 to Till date**

**March 2016 – September 2017 -** Online data correction for an Assamese Novel.

**February2018- June 2019-** Worked online, data, entry, translator, Transcription, PowerPoint presentation, designing, Photoshop, merge and convert file, logo designing and done illustration for various individual organizations in freelance.com

**ACADEMIA**

**Diploma in Computer Aided Costume Designing and Dress Making-2008** Government Polytechnic for Girl’s, Ahmedabad, Gujarat .

**HSLC – 2005**

Under SEBA, Assam.

**H.S(Commerce )-2010**

**OTHER QUALIFICATION**

* Post Graduate Diploma in Computer Application from CEC. Guwahati Assam
* Diploma in desktop publishing. Guwahati, Assam
* Integrated Training Programme on Fashion Designing and Textile Design from SIFT, Sualkuchi.

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| **COMPUTER SKILL**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Operating System : Windows 10  Software : Microsoft office, CAT Tools, Bi-lingual software (Assamese typing), Adobe Acrobat Reader, Adobe Photoshop, Corel Draw, Adobe PageMaker, Fashion Studio, Wilcom ES 65 |  |
| **LINGUISTIC PROFICIENCY** |  |

English, Hindi, Bengali and Assamese.

**HOBBIES**

Painting, Designing, Listening Music, Internet surfing etc.

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| **PERSONAL DETAILS** |  |  |
| Fathers Name | : | Anowar Hussain |
| Date of Birth | : | 27 of February 1989. |
| Nationality | : | Indian. |
| Gender | : | Female. |
| Marital Status | : | Married. |
| Permanent Add | : | House No-48, lane-1, Mother Teresa path, Near Manisha Bibah Bhawan, Hatigaon, Guwahati-781038 Kamrup (M), ASSAM |
| **DECLARATION** |  |  |

I do hereby declare that all the information’s cited above are true to the best of my knowledge.

**Date : 04-06-2020 Niloofar hussain**

**Location:Guwahati (NILOOFAR HUSSAIN)**