**CURRICULUM VITAE**

Name : **SHAIKH**

**SHAIKH.336785@2freemail.com**

**Carrier Objective:**

To seek a professional job opportunity with a reputed organization where in my ability and education will be utilized to the maximum level contributing to the success of the organization and
self-growth in the company hierarchy.

**Strength:**

Efficient in office works with good typing skills, fast learner, team player, minimum supervision, good in oral and written communication, positive and hardworking, organized, resourceful, honest and willing to learn and invest time and effort to accomplish assigned task.

**Computer Skills:**

* Platforms : Windows 7 and Windows 10
* Diploma(Certification) : Microsoft Word, Excel, PowerPoint and Access

**Work Experience:**

 **ABC COMPANY, India (Feb 2015 – Oct 2016)**

 **Role:** Secretary/Document Controller

**Job Description:**

* Responsible for encoding correspondence, emails & business documents both in Microsoft Excel & Word
* Attend telephone calls and inquires
* Organizing and maintaining files
* Ensure all documents are archived appropriately
* Maintaining paper and electronic files
* Scanning and photocopying
* Fallow up and arrange meetings
* Dealing with other staff or visitors on phone or in person.

**Educational Qualifications:**

* B.sc in (Chemistry Microbiology & Zoology) from Mangalore University, India in 2012
* 12th from Karnataka State Board, India in 2009

**Personal Profile:**

**Nationality** : Indian

**Date of Birth**  : 31-03-1990

**Gender** : Female

**Marital Status** : Married

**Languages** : English, Hindi, Kannada and Urdu

I affirm that the information furnished above is true and correct to the best of my knowledge.