**Mrs. Sharmeen**

[**Sharmeen.362370@2freemail.com**](mailto:Sharmeen.362370@2freemail.com)

**Career Objective**

To work for an organization that provides me the opportunity to improve my skills and knowledge to growth along with the organization objective

**Key Skills**

* Computer Accounting
* MS Office
* Multi-tasking
* Problem Solving
* Excellent written and verbal communication
* Able to achieve immediate and long term goals

**Strength’s**

* Discipline & Integrity
* Communication ( English , Hindi & Marathi)
* Positive Thinking
* Willingness to learn new things
* Good team player

**Educational Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Institute** | **Board/University** | **Percentage** | **Year** |
| **B.Com** | Sheth N.K.T.T | Mumbai University | 69% | 2012-2013 |
|  |  |  |  |  |
| **H.S.C** | Sheth N.K.T.T | Mumbai University | 71% | 2009-2010 |
|  |  |  |  |  |
| **S.S.C** | St.John’s Convent | Maharashtra State Board | 68% | 2007-2008 |
|  | School |  |  |  |

**Other Qualification**

* Computer Accounting Diploma from ICA Mumbai.
* Montessori Course
* MS Office ( DTP)

**Work Experience**

**Customer Service Executive**

Air Rescuers Word wide (6 Months)

**Roles & Responsibilities:**

* Coordinating Patients across various hospitals.
* Managing Records
* Market Research
* Banking & Accounting
* Developing Schedules and Implementation
* International Queries Resolution

**Other Experience:**

* Private Tuitions
* Mehndi & Parlor Services
* Wedding Photo Albums
* Home Made Chocolates manufacture and delivery

**Hobbies**

* Cooking, Singing.
* Mehndi Art,
* Reading

**Personal Details**

|  |  |  |
| --- | --- | --- |
| **Date of Birth** | **:** | 23rd October1992 |
| **Marital Status** | : | Married |
| **Nationality** | : | Indian |
|  |  |  |

**Declaration:**

I Hereby Declare That The Information Furnished Above Is True To The Best Of My Knowledge.

Date:

Place: