**CURRICULUM VITAE**

**Sheikh**

**Sheikh.371030@2freemail.com**

**VALUE PROFILE :**

* Can take initiative, work under pressure & balance multi-task assignments.
* Can be a good team member especially in situations where tough & high stress goals have to be achieved.
* Have the tenacity to patiently work through an area, for achieving results.

**EDUCATION PROFILE :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examination Passed** | **Board / Universtiy** | **Name of the School / College / Institute**  | **Year of Passing** | **Division** | **% age of Marks** |
| SSLC | Karnataka university | Stracey memorial school | 2012 |  | 47.20 |
| PUC | Pre-university | Al Ameen PU College | 2014 |  | 54.00 |

**Experience :**

|  |  |  |
| --- | --- | --- |
| **Company Name** | **Worked As** | **Duration** |
| All India Admission | Data Entry Executive | 7th March 2017 Till Present Date |
| Petoo Online Restaurant | Customer Operation Executive | 1st March 2016 Till 31st January 2017 (11 months) |

**STRENGTH :**

* Willing to take extra responsibilities to get the work done.
* Quick study enjoys new challenges.
* I like to make something new from zero level giving a wide and sufficient scope to prove my ability and skills.
* Briefly I like to inspire instead of manage.
* MS Excel, Tally ERP 9 + GST, Basic Computer Knowledge, Hardware And Software Knowledge.

**PERSONAL PROFILE :**

* DOB : 04/07/1996
* Sex : Male
* Marital Status : Single
* Nationality : Indian
* Religion : Islam
* Languages Known : English,Tamil,Hindi And Urdu

**DECLARATION**

 I hereby declare that above statements are true to the best of my knowledge & belief.