

# Sheeba Shaikh

## CONTACT

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Room no-4, Chawl no-5, Sant Dynaeshwar  
nagar, Bandra East, Mumbai-400051.

## SKILLS

- ✓ MS -CIT
- ✓ Advance Excel
- ✓ Tally ERP9.
- ✓ Active Listening
- ✓ Time management
- ✓ Problem-solving
- ✓ Positive attitude

## PROFILE

### Father's Name

Mr. Mohd Mustakim Shaikh

### Date of Birth

26/04/2001

### Nationality

Indian

### Religion

Muslim

### Languages

English and Hindi

## ABOUT ME

I have completed Bachelor of Management studies in Finance from university of Mumbai in 2021.

I'm have fair knowledge of MS-OFFICE, along with Tally ERP9

I'm a talented, ambitious and hardworking individual and dependable person who is great at time Management .

## OBJECTIVES

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## QUALIFICATION

- 10<sup>TH</sup> Passed from Purushottam High School.
- 12<sup>th</sup> Passed from Uttar Bhartiya Sangh.
- B.M.S Passed from University of Mumbai.

## CERTIFICATION

- The Fundamental of Digital Marketing.

## WORK EXPERIENCE

- Fresher.

Place – Mumbai

( Sheeba Shaikh)