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| **Shainaaz M**  **E-Mail:- shain.naaz@yahoo.com**  **Ph. No: - 8892924757** |  |

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| **Objective** |

To make a sound position in corporate world and work enthusiastically in team to achieve goal of the organization/ MNC with devotion and hard work. I can utilize skill and creatively involved with system that effectively contributes to the growth of organization. I believe in smart work rather than hard work.

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| **Professional Experience** |

**1. Company**-**MANSION GROVE HOUSE, LLC**

* **Designation- Online Store Manager**
* **Period- From 11th Nov 2011 to 15th May 2012**
* **Salary – 9500/- Take home**
* **Responsibilities-**
* Updating Company Catalogues
* Designing web pages of products to catalog and updating to website
  + Supporting programmers

**2. Company**- **SBIT (SHAIN’S BRIGHT INFOTECH)**

* **Designation- Operations Manager**
* **Period-From May 2012 to May 2014**
* **Salary – 15000/- Take home**
* **Responsibilities-**
* Create and modify documents using Microsoft Office.
* Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
* Maintain hard copy and electronic filing system
* Coordinate and maintain records for staff office space, phones, parking, company credit cards and office keys.
* Setup and coordinate meetings and conferences.

**3. Company – Live Your Sport**

* **Designation – Operations Manager**
* **Period – From 15 May 2014 to 15 July 2014**
* **Salary – 15500/- Take home**
* **Responsibilities –**
* Plans and co-ordinates distribution & returns of product from the distribution center to end consumers and vice versa for e-commerce.
* Ensures that order processing, distribution & returns processing is handled on time and in line with customer needs to ensure a compelling consumer experience is achieved
* Develop processes that improve/increase the customer experience
* Coordinate performance metrics between Vendor and our website to meet/exceed goals

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| **Technical Course Qualification** |

* Completed 1 year Diploma from NIIT

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| **Educational Qualification** |

* Completed **Diploma in Computer Science in 2012**from Malik Sandal Polytechnic, Bijapur
* Completed **SSLC in the 2006 from P.D.J High School, Bijapur**

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| **Technical Skills** |

* **Knowledge of:**
* **Having Basic Computer Knowledge.**
* **Working Experience on Microsoft Office (MS-Word, Ms- Excel).**
* **Internet knowledge.**
* **Having command on programming knowledge like C, C++, Java**
* **Having knowledge of HTML Web programming language**

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| **Personal Details** | | | |
| **Name** | ShainaazChapparband |
| **Father’s Name** | MohammedsaChapparband |
| **Nationality** | Indian |
| **Address** | J. M Road, Mehboob Nagar  Near K.H.B Colony  Bijapur 586101 |
| **D.O.B** | 29th April 1990 |
| **Phone No.** | 8892924757 |
| **Email-id** | shain.naaz@yahoo.com |
| **Hobbies** | Cooking& Dress Designing |
| **Languages Known** | English, Kannada, Hindi |

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| **Declaration** |

I hereby declare that the above information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

**Place:** Bangalore Yours Sincerely,

**S.M. Chapparband**