

Shaad Sheikh

Vigilance

Indore, Madhya Pradesh 453441 • +91-9179385060 • shaadsheikh371@gmail.com

Hardworking and adaptable professional who has developed strong focus, problem-solving, and time management skills through government exam preparation. Proficient in MS Excel and MS Word, and now seeking opportunities in the private sector to contribute to organizational growth while learning new skills.

SKILLS

Technical Skills English typing (35 + WPM), document formatting and uploading, image/document resizing and optimization, proficient in MS Word (reports, official letters, formatting), and MS Excel (data entry, formulas, data organization).

Soft Skills: Discipline, focus, teamwork, adaptability, time management, problem-solving, English Communication

EDUCATION

B.Com — Bherulal Patidar Govt PG college Aug 2023 - present | CGPA: 6.8/10

12th — Rajeshwar Hr Sec School June 2022 - May 2023 | Percentage: 60.2/100

10th — Rajeshwar Hr Sec School June 2020 - Aug 2021 | Percentage: 79/100

CERTIFICATIONS

- Certificate in Office automation

ACHIEVEMENTS

- Cleared *Army Agniveer Technician Examination*
- Cleared *Air Force Agniveer Y Group Examination*
- Developed strong aptitude, discipline, and teamwork skills through rigorous defence exam preparation

INTERESTS

- Geopolitics
- Running