**RESUME**

Personal Details :- .

Name :- SHAIKH SHAHEEKAHEMAD SHAHEBAJ

Address :- House No A/9, Kadri Masjid, Mukudnagar ,

Ahmednagar 414001.

Contact no. :- 9373993563

Email id :- [shaikhshaheek@gmail.com](mailto:shaikhshaheek@gmail.com)

Date of Birth :- 29/04/2000

Languages known :- English, Hindi, Marathi

Marital Status :- Single

Hobbies :- Learning, Writing

Skills :- Professional Communication , Time Management

Educational Qualification :- .

| **Exam** | **School / College Name** | **Board / University** | **Year Of Passing** | **Percentage** | |
| --- | --- | --- | --- | --- | --- |
| SSC | Yashwant Madhayamik Vidhyalaya | Pune | 2015 | 84.80% |
| HSC | New Arts Commerce And Science College | Pune | 2017 | 84.77% |
| F.Y.B.Com | New Arts Commerce And Science College | Pune | 2018 | 68.42% |
| S.Y.B.Com | New Arts Commerce And Science College | Pune | 2019 | 70.33% |
| T.Y.B.Com | New Arts Commerce And Science College | Pune | 2020 | 85.83% |
| LLB (I) | New Law College | Pune | 2021 | 86.70% |
| LLB (II) | New Law College | Pune | 2022 | 67.70% |
| LLB (III) | New Law College | Pune | 2023 | 50.00% |

Other Qualification :- .

| Exam | Board | Passing Year | Percentage |
| --- | --- | --- | --- |
| MS-CIT | Mumbai | 2015 | 83% |
| TALLY ERP 9 | Bengaluru | 2017 | 100% |
| CS FOUNDATION | ICSI (New Delhi) | 2019 | 65.50% |

Work Experience :-

1) Back Office Executive at Anza Business Services Pvt Ltd

i) Acctions pertaining to research, administrative work, and transactions of clients

ii) Drafting documentation for deals.

iii) Client coordination and document reviews.

iv) Take care of administrative duties and record-keeping.

v) Keep current with changes in real estate legislation,In order to achieve conformity, cooperate.

2)Junior Accountant At CA's Office

i) Recording of day to day transactions in the books of accounts

ii) Preparation of financial statements

iii) Export and import off documentation

iv) Hands on experience on Tally ERP 9

v) Good command over accounting principles

Certification :- .

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

**Yours Faithfully**

(**SHAIKH SHAHEEKAHEMAD SHAHEBAJ**)