**RESUME**

**NAME** :SANA SHEIKH.

**PERSONAL DETAILS**

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| --- | --- |
| FATHERS NAME: | ABDUL RAHIM SHAIKH |
| MOTHERS NAME: | MEHRUNNISA SHAIKH |
| DATE OF BIRTH & AGE: | 29-05-1993 |
| ADDRESS: | 809,HAMID CHAWL, DHAKE COLONY, APNA BAZAR, JP ROAD, ANDHERI WEST,MUMBAI -400053 |
| EMAIL ADDRESS: | [Sanasheikh29051993@gmail.com](mailto:Sanasheikh29051993@gmail.com) |
| CONTACT NUMBERS: | 9699315828/ 9769434994 / 9870881543/26744362 |
| GENDER: | Female |
| MARITAL STATUS: | Single |

**ACADEMIC DETAILS:**

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| --- | --- | --- | --- | --- |
| Qualification | University/Board | Year of Passing | School/College | Class |
| S.S.C | Maharashtra Board | 2008-09 | A.H.Wadia High School. Andheri West, Mumbai -4000053 | FIRST Class |
| H.S.C | Maharashtra Board | 2010-2011 | Bhavans College,  Andheri West, Mumbai -4000053 | FIRST Class |
| FYBCOM | MUMBAI UNIVERSITY | 2011-12 | Bhavans College,  Andheri West, Mumbai -4000053 | B GRADE |
| SYBCOM | MUMBAI UNIVERSITY | 2012-13 | Bhavans College,  Andheri West, Mumbai -4000053 | A GRADE |
| TYBCOM  SEMESTER | MUMBAI UNIVERSITY | 2013-14 | Bhavans College,  Andheri West, Mumbai -4000053 | B GRADE |
| PGDBM | TIMESPRO | 2014-15 | Timespro  Mumbai |
|  |

**TRAINING PROGRAMMES & CERTIFICATIONS:**

**Computer Proficiency** :

|  |  |  |  |
| --- | --- | --- | --- |
| COURSES | MONTH | INSTITUTE | CLASS |
| MS-OFFICE ASSISTANCE (2003,2010) | APRIL-MAY-JUNE 2012  APRIL-MAY-JUNE 2013 | Gandhi institute of computer education & I.T | FIRST CLASS |
| ACCOUNTS ASSISTANT –TALLY(ERP-9) | APRIL-MAY-JUNE 2012 | Gandhi institute of computer education & I.T | FIRST CLASS |
| DESK TOP PUBLISHING (VERSION:CS-5,CS-9) | JULY-AUGUST-SEPTEMBER 2012  APRIL-MAY-JUNE 2013 | Gandhi institute of computer education & I.T | FIRST CLASS |

* **APPEARED MCOM PART-1 EXAM FROM MUMBAI UNIVERSITY.**
* **POST GRADUATION DIPLOMA IN BANKING AND MANAGEMENT (PGDBM) FROM TIMESPRO.**

**ACHIEVEMENTS & EXTRA-CURRICULAR ACTIVITIES:**

* Attended seminar-Quest2013 on 14th august 2013;
* Voluntary of career guidance cell of Bhavans college on 29th January 2014; Participate in Report writing competition HELD ON 22ND January 2014 ;
* Letter of appreciation from Bhavan’s College,
* Certificate of appreciation for contribution in blood donation by Rotary DG Goenka Blood bank held on 30th-august-2013 at Bhavans College.

**CAREER OBJECTIVE:**

**-** Looking for a suitable position in growth oriented organization where my Knowledge can be utilized and enables me to improve my abilities.

**INTERPERSONAL SKILLS:**

* POSITIVE ATTITUDE,
* HARD WORKING,
* QUICK LEARNER,
* PASSIONATE ABOUT WORK,
* PATIENT LISTENER.

**LANGUAGE DETAILS:**

ENGLISH, HINDI, MARATHI, URDU.

**INTERESTS/HOBBIES:**

LISTENING MUSIC, SURFING INTERNET, READING, DESIGNING MEHENDI .

SIGNATURE

SANA SHEIKH