



AAISHA SHAIKH

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Society,
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OBJECTIVE

- Obtain responsible position in an organization with the best capabilities, skills and knowledge.

SKILLS

- Proficient with computer spreadsheets and Microsoft Office products.
- Excellent written and oral communication abilities.
- Team Building.
- Resolve customer queries/issues and facilitate customer service.
- Maintain periodic status reports, including daily activity report and calls/follow-ups.
- Able to listen to and comprehend people's problems with the intent to solve them.

EDUCATION

Bachelor of Commerce

2019 - 2022

Shree Narayan College of
Commerce

Diploma Course in Fashion Designing

2019 - 2022

Bhanwar Rathod Design Studio

HSC

2018 - 2019

Kameshwar International
School

SSC

2016 — 2017

Kameshwar International
School

WORK EXPERIENCE

Texspin Bearings & Automotive Systems

March,2023 — May,2023

Trainee Executive

PERSONAL INFORMATION

DOB: 21/07/2000

HOBBIES: -Reading

-Travelling

GENDER: Female

NATIONALITY: Indian

LANGUAGES KNOWN

- Hindi
- English
- Gujarati

DECLARATION

- I hereby declare that all the above given information is true to the best of my knowledge.