## **RESUME**

**SHAIKH SAHIBREHMAN JAMILREHMAN**

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E-mail Id: - [shaikhsahibrehman@gmail.com](mailto:shaikhsahibrehman@gmail.com)

**OBJECTIVE**

To get an opportunity where I can make the best of my potential and contribute to the organization’s growth

**EDUCATION QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam** | **Board/ Uni.** | **Passing Year** | **Result/Class** |
| M.Com | Gujarat Uni. | 2022 | Pursuing |
| B.Com | Gujarat Uni. | 2021 | Pass |
| HSC | Gujarat Board | 2017 | Pass |
| SSC | Gujarat Board | 2015 | Pass |

**EXPERIENCE**

* Worked as a Clerk in **D MART** for 1 Year. Assisted for cash handling and other accounts related work.
* Worked as LDC in D.A.V. International School, Ahmedabad from 08/12/2022 to till date.

**ROLES AND RESPONSIBILITIES**

1. **Dmart – From 01.07.2021 to 30.06.2022**

* **Cash collection**
* **Store keeper**
* **Material inward**
* **Accounting work**

1. **DAV International School Ahmedabad From 08.12.2022 to 31.05.2023**

* **Takking quotation**
* **Checking of bills**
* **Preparation of cheques and vouchers**
* **Preparing workorder/purchase order**
* **Filling & Documentation**
* **Follow up with vendors for completion of work**
* **Misc work like Banking,A.M.C Office EPFO Office**
* **Building Maintanance work**
* **Scanning Printing work**

**COMPUTER KNOWLDEGE**

* MS Office
* Internet
* Basic Knowledge.

**SKILLS**

* Responsible
* Hardworking & Punctual
* Good Communication

**PERSONAL DETAILS**

* Father’s Name : Shaikh Jamilrehman
* D.O.B : 17/01/1999
* Gender : Male
* Marital Status : Unmarried
* Nationality : Indian
* Strength : Positive Attitude & Good Communication
* Languages : English, Hindi, & Gujarati.
* Address : F-303, Luxruia Residency – 2,

Opp. Kadri Party Plot,

Sarkhej Road, Ahmedabad-380055

**(Sahibrehman Shaikh)**