

RESUME

Basic Information

Name : **JULEKHA RAFIQ SHAIKH**
Address : 20/456, Near Saraswati Hihgschool, Jawahar Nagar, Ichalkaranji-416115, Maharashtra.
Email Id : julekhashaikh2900@gmail.com
Contact No. : 9309584314

Objective

To continuously enhance my knowledge, skills and by getting involved in challenging work environment and utilize them for personal and organizational growth to the best of my ability Secure a responsible career opportunity to fully utilized my training and skills , while making a significant contribution to the success of the company.

Academic Details

Level	Stream	Institute	Board/University	Passing Year	Degree %	Division
B.COM	Bachlor of Commerce	Night College Ichalkaranji	Shivaji university kolhapur	2019	50%	II
HSC	Secondary and Higher Secondary Education	Jubilee Junior college, Miraj	Pune Board	2014	67.69%	I
SSC	Secondary and Higher Secondary Education	Takali, Bolwad, Highschool Takali.(Miraj)	Pune Board	2012	74.50%	I

Project Undertaken

Course : DCA
Title : Diploma In Computer Application
GRADE: A+ **Duration :** 12 Month
Description : DCA , Diploma In Computer Application, is a one- year diploma course in the field of Computer Application which involves study of numerous computer application such as MS Office , Internet Application , Operating System , Database Management System , Tally ERP 9.

Course : CCC
Title : COURSE ON COMPUTER CONCEPT (GOVERONMENT OF INDIA)
GRADE: B **Duration :** 6 Months
Description : This is recognized course of government of india in this course we learned the basic concept of computer as well as introduction of how to handle social media account.

Work Experience

- I have a 2+ Years experience of work as a sales executive as well as cashier and customer care executive in respective company named as D mart.
(I got the awards of best employee of the month so many time during my work period)

Extra Carricular Activities

- Participate and won first prize in Inter – Highschool handwriting competition.
- Participated in various college fests and won prizes .
- Participate in essay writing competition and won first prize.
- Participate in dance competition and won first prize.

Hobbies

- Singing
- Dancing
- Reading

SKILLS

- Good communication skill
- Quick learner
- Good in marketing
- Innovator

Personal information

Date of Birth : 07/07/1996

Gender : Female

Nationality : Indian

Languages Known : English,Hindi,Marathi

Marridal status : Unmarried

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

Date

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Signature :

