**PERSONAL INFORMATION**

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**OBJECTIVE**

**EXPERIENCE**

**COMPUTER SOFTWARE SKILLS**

**Musarrat Begum**

Village - Haribazar, Post – Jemua

Durgapur - 713206, PH - 8335824951

musarratahmed142@gmail.com

Date of Birth : 14/04/1988

Marital Status : Married

Nationality : Indian

Known Languages : English, Hindi, Bengali



To learn and function effectively in an organization and be able to deliver to the bottom-line. To constantly upgrade my knowledge and skills and make a difference in whatever I do.



**SM Creation** *02/09/2017 - 02/8/2018*

Ecommerce Executive

SM Creation is online globe Market of indian Ethnic Fashion. A one stop online platform offering the widest variety of popular and trendy ethnic fashion, our online store offers it all — from wedding sarees and lehengas to contemporary Indo-western outfits.

Manage and confirm orders on different marketplaces

Listing of products on online portals as well as company website.

Review and ensure product listings are clear, complete & meet the standards. Review competitors and keep track of new products and their pricing. Monitor daily sales, inventory and generate reports.

**RS Computer Shoppe** *02/02/2016 - 08/12/2016*

Office Coordinator

Provide front desk support to guest & clients. Greet visitors and provide information as asked. Answer telephone and handle flow of visitors.

Manage files, record systems, o ce supplies and inventory. Create and maintain liaison with external suppliers.

Manage petty cash of o ce.

Distribute mail to appropriate recipients.

**Airbus Institute** *01/12/2014 - 02/01/2016*

HR Counselor

Keep track of enquiries from various modes like emails, telephone and direct enquiries and maintain the record of the same so that feedback can be taken. Provide them information about various courses to the students and guide them about the best course which will be suitable for them.

Maintain the record of the students joining the course and also keeping a track of the fees to be paid by the students joining the course.

Handover them all their Documents after completed the course.

**The Quraishi Institute** *02/06/2012 - 30/11/2014*

Assistant Teacher

Work cooperatively with school administrators, Colleagues & Parents. Motivating & encouraging pupils.

Assisting with Marking & Correcting work. Attending Meeting & Reviews. Helping with School Events, Trips & Activities. Maintain Lesson Plans as required by School Policy.



Basic knowledge in Computer (M.S. Word. M.S. Excel. Power Point, Paint & Speed typing). Accounting softwares (Quick Book, Redix, Tally)

**PERSONALITY SKILLS**

**DECLARATION**

Positive Enthusiasm and pragmatic Approach.

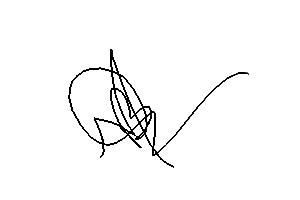


Ability to work under pressure and handle multiple priorities and initiate. Ability to pay attention to details, disciplined, initiative, reliable, consistent. Highly motivated and enjoys working autonomously.

Excellent written, verb & effective communication skills.



I do herby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.



**MUSARRAT BEGUM**