

# NASRIN BANO SHAIKH SALIM

## CONTACT

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## COVER LETTER

Dear Recruiter,

*It is my pleasure to contact you regarding employment with your organization. I believe my enthusiasm and past experiences make me an excellent employee for the company. I currently spend most of my time on expending my knowledge and working on my spoken English skills also learning about software. Through my efforts, I understood the importance of being personable, professional, and focused. Specifically, I realize that a strong support network is the mainstay of success. Eager to assist others, I have developed strong communication skills and an outgoing, energetic personality. Moreover, I am able to work efficiently in a fast-paced and high-volume environment because of my interest in interacting with diverse people. My availability is less than a week. In sum, I hope to apply and expand my skills in a professional environment with your company. Thank you very much for your consideration.*

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## EDUCATION

**Shri Radhakisan Laxminarayan Toshniwal College Of Science , Akola**  
**Msc [Mathematics]**

Maharashtra Board 2019 to 2021 70%

**Shri Dhyaneswar Maskuji Burungale Science & Arts College**  
**B.sc [Computer Science]**

Maharashtra Board 2016 to 2019 70%

**Anjuman Urdu High School & Jr College , Shegaon.**  
**HSc**

Maharashtra Board 2015 to 2016 69.69%

**Swargiye Gajanan Dada Purushottam Patil Nagar Parishad Urdu High School Shegaon.**

Amravati University 2014 to 2015 78.00%

## SKILLS

### Work Ethic

- ☑ Committed to perform duties according to the company's policies
- ☑ Excellent analytical and problem-solving ability
- ☑ Multi-tasking and time management experience
- ☑ Precise attention to detail

### Communication

- ☑ Effective written and verbal communication
- ☑ Multicultural awareness
- ☑ Contributes to a positive work environment

### Software

- ☑ Office: Microsoft Office Suite- Word, Access, Excel, MS-CIT and PowerPoint

### Languages

- ☑ English
- ☑ Hindi
- ☑ Urdu
- ☑ Marathi