Curriculum Vitae

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| PERSONAL INFORMATION | **Syed Nazish** |
|  | **Address 1**- Flat no.7,House number 2587,Way number 5038,Wadi alkabir Muscat,(Oman)  **Address 2**- Room no.04,Building no.1,Parishram SRA CHSL ,Bhabrekar Nagar,Charkop,  Kandivali west Mumbai, 400067 Mumbai (India) |
| +968 91556228/91374541,+917666086645 |
| [nazish.rabaah@gmail.com](mailto:nazish.rabaah@gmail.com)  **Passport No**. **P5555539** | Status Married |
|  | Sex Female| Date of birth 21 February 1992 | Nationality Indian |

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| WORK EXPERIENCE AND INDUSTRIAL VISITS |  |
| December 2011- May 2012 | Administartive Coordinator |
|  | **Sumraaz Technologies - Mumbai**   * Six month work experience in handling data entry job. * Worked as client coordinator- University Admissions. * Administrative management of account receivables. * Client acquisition and lead generation. |
| November 2015 | Industrial Visit – (Shanghai , China) |
|  | **Industrial tour to Shanghai**  Industrial Insight tour to the MNCs in China. Companies Visited:   * Lenovo * Volkswagen * Shanghai Electric * BAO Steel * IKEYA * Meiji Chocolate factory |
| October 2015 | Industrial Visit – Bisleri, Pune |
|  | **Indstrial tour to Bisleri Bottling Plant- Pune**  Purpose – Education / Training & Development. |
| October 2015 | Industrial Visit – Parle Agro, Nashik |
|  | **Indstrial tour to Parle agro Manufacturing plant.**  Purpose – Education / Training & Development |
| October 2015 | Industrial Visit – Legrand , Nashik |
|  | **Indstrial tour to Plastic moulding plant – Legrand at Nashik.**  Purpose – Education / Training & Development |
| October 2015 | Industrial Visit – Coca Cola , Pune |
|  | **Indstrial tour to coca cola botteling plant- Pune**  Purpose – Education / Training & Development |
| October 2015 | Industrial Visit – BSNL , Nashik |
|  | **Indstrial tour to BSNL transmission centre.** |
|  | Purpose – Education / Training & Development. |

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| EDUCATION AND TRAINING |  |
| 2015 – 2017 Expected | Post Graduate Diploma in Management (Finance) |
|  | **Narsee Monjee Institute Of Management Studies , Mumbai** |
|  | **Pursuing Distance PGDM in Finance and Financial Management.** |

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| 2011 – 2014 | Bachelor of Commerce |
|  | **University of Mumbai** |
|  | **GRADE secured: 60% Subjects-**  **Financial Account, Management Account, Direct &Indirect Tax, Auditing, Maths & Statistic, Human Resource Management, Economics, Environmental Studies, Computer Application.**  **COMPUTER SKILLS**   * Windows7, 8,vista, XP * Visual Basics, * HTML * MS office |

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| 2009 – 2011 | Higher Secondary Certificate- (Commerce) |
|  | **K.G. Mittal College , Mumbai** Board- Maharashtra Board. **Grade secured: 61%.** |
|  | * Subjects studied-.English, Accounts, Economics, Business Communication, Environmental Studies, Secretarial Practice , Business Management , Information Technology. |

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| 2009 | Secondary School Certificate. |
|  | **Alfalah High School. Mumbai Grade secured : 78%** |
|  | * Board- Maharashtra. * Subjects’ Studied-English, Marathi, Mathematics, Science, Social Sciences, Arabic**.** |

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| LANGUAGES KNOWN |  |
|  | * Hindi * English * Urdu * Arabic-Read & Write |

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| AWARDS AND ACHEVEMENTS |  |
|  | * Awarded many a times in inter school competitions. Like quiz/ one act play. * Participated in charity show for leprosy eradication (2005). * Awarded as a Deputy head in Press Department in School. * Qualified in Scholarship exam conducted by Maharashtra Government in school (2006). |

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