


Sazia Sayeed  
M.COM, B.COM and Currently handling Teacher In-charge

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 Kolkata-700039-West-Bengal



To add long term value to my network by increasing my knowledge, expertise, and strength, also impart and acquiring new skills while excel in the assignment taken up during my professional career and be a valuable part of the team, to grow in and for the growth of the company.

#### PROFESSIONAL EXPERIENCE

Company Name	Designation	Duration
Royal Grammar School	Administrative & Account Assistant	4.1.2021 to 31.03.2022
Royal Grammar School	English Teacher (Class Teacher)	15.1.2020 to 1.1.2021
The Royz academy	Teacher (Subject Teacher)	1 year (2018-01-16 to 2018-12-10)
Radiant day school	Class teacher	2017-2018
Mentor public school	Teacher in-charge/ class teacher	1.1.2023 – continue

#### PROFESSIONAL AND ACADEMIC QUALIFICATION

Examination/ Degree	Board/ University/ Institution	Results	Percentage	Year
B.Ed.	Baba Saheb Ambedkar University	Awaited	-	2022-2024
M.Com	Murlidhar Girls College (IGNOU)	Passed	60%	2019-2021

B.Com	Jogamaya Devi College Calcutta University	Passed	50%	2018
Higher Secondary School	St. Johns Diocesan girl's higher secondary school	Passed	65%	2014-15
High School	St. Johns Diocesan girl's higher Secondary School Madhyamik	Passed	65%	2012 – 2013

### CERTIFICATION & KNOWLEDGE

- Microsoft Office Specialist-Word, PowerPoint, and Excel—Microsoft
- ☐ Certificate on tally ERP 9.

### SKILLS

- Advanced Excel
- Tally
- Team Player
- Management
- Analytical and leadership ability

### Activities & Sports

Swimming, Basketball, karate, gym, guitarist.

### PERSONAL DETAILS

Date of Birth:	14.06.1994
Father's Name:	MD Sayeed
PASSPORT	Yes Available
Gender:	Female
Marital Status	Single

DECLARATION: I hereby declare that all the information furnished above is true to the best of my knowledge and belief.