

SANA SHAIKH

Innovator , quick learner , Problem solver

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EXPERIENCE

OTIS ELEVATOR COMPANY., Malad— Back Office – coordinator & office assistant

January 2015 - June2017

Solve customer queries regd Servicing and Payment ,Follow –up for payment ,Coordinating with Customer Service Executive & Area Manager by mail & Meeting, Maintaining cheque details in excel ,All feedback data in excel, Corresponding work with Customer & Manager in MS- word & Excel (by adv.excel formula)

DFA ASSOCIATES PVT LTD., Kurla — Back Office

July 2017 - November2019

1-worked ON Ginesys software -(the retail management software)
2-worked on merchandise software –sales invoice,quotation ,purchase detail maintenance on excel,commission entry,Letter drafting, handling office expenses. 3- coordinating with client and supplier for cheque & clearing o/s by ledger tally.

Print label., Work from Home— Account assistant

November 2019 - February 2020

Worked on tally,maintaining Mumbai & surat accounts, maintaining stock on adv excel . Calling for sundry debtors for payment, taking orders by mail.

Head N Mind Consultancy Pvt.Ltd., Work from Home— Recruiter

July 2020 - February 2021

Worked From home in Head N Minds consultancy Pvt Ltd ,as a Recruiter hiring for software engineer for various locations with good opportunity from July 17 2020 till feb 15 2021 .

Flipkart Process., Work from Home— Sr. Customer Executive

March2021 - June2021

As a Senior Customer Executive for delhi mohali location Calls are getting hit from location on mobile-calls language (Hindi & English) , giving resolution for cx with proper mails & solving the issue of customers.

SKILLS

Ms-Office 

Advance Excel 

G-Sheets 

Tally ERP 9 

Communication



Hobbies

► Listening Music

► Watching movies

► Reading books

LANGUAGES

► English

► Hindi

Avartana India Pvt.Ltd., Malad — *Desk caller*

October 2021 - March 2022

Gmoney(Growth money in healthcare finance company in NBFC) Pan India process coordinated with all dentist doctors all over India to tie-up with Gmoney.

EDUCATION

St. Paul's High School, Malad. , Malad— SSC

MAR 2007 - MAR 2008

- State Board of Maharashtra
- 72 %

Saraf College, Malad. , Malad— HSC

FEB 2009 - FEB 2010

- State Board of Maharashtra
- Commerce Stream
- 60 %

Saraf College, Malad. , Malad— B.com

FEB 2012 - FEB 2013

- State Board of Maharashtra
- B.com
- 73% %