

# CURRICULUM VITAE

**Hameeda Shaikh**

**Mobile:** +91 9561479353

**E-mail ID:** hameedashaikh84@gmail.com.

## Career Objective:

To be associated with a progressive organization that provides an opportunity to apply My knowledge and skills in order to keep abreast with latest trends and technologies.

## Academic Profile:

### (a) 10<sup>th</sup> Class ( Maharashtra Board ):

Name of Council	Name of the School	Year of Passing	Marks obtained	Percentage
Maharashtra Board	A.U.G.High School Pune	2000	513 of 750	68.40%

### (b) 12<sup>th</sup> Class (Commerce):

Name of Board	Name of the college	Year of Passing	Marks obtained	Percentage
Maharashtra Board	A.K.I's Poona College pune	2003	345 of 600	57.50%

### (c) B.com :

Name of University	Name of the College	Year of Passing	Marks obtained	Class
Pune University	A.K.I's Poona College pune	2006	591 of 1200	II Class

### (d) Master in Computer Management:

Name of University	Name of the College	Year of Passing	Marks obtained	Class
Pune University	Poona Institute of management Poona College campus	2010	1142 of 2200	II Class

(e) **Computer Knowledge:** MS-DIT from C-DAC Advance Computing Training School.

(f) **Certificate** of participation in Entrepreneurship from Symbiosis Institute of Computer Studies and Research

- (g) **Certificate** course in Accounts Writing & Tally Package in 2005 from Poona College.
- (h) **Certificate** course in SAP ABAP & fico module from Global Infotech.
- (i) **Certificate** course in Windows Server 2016 & Office 365 from DigiSol IT Classes.
- (j) **Experience:** 15 years of multi field experience in Telesales, Tele Marketing and Administration.

Sr. NO	Details of Work Experience
1	From May 2006 to February 2007 Telemarketing in DSA
2	From 2008 June to June 2010 in Amplesys Technologies as an IT manager
3	From August 2010 to May 2016 in HS softech as an IT manager
4	From June 2016 to September 2016 in Sufi structural pvt ltd As a HR
5	From Oct 2017 to February 2020 in Right place institute Computer Teacher
6	From July 2021 to October 2021 in AddMatrix as an Account Manager
7	From 24 <sup>th</sup> May to 15 <sup>th</sup> July 2022 in Netscribes India Pvt Ltd As Associate-Digital Solutions

(f) **Language for Communication:** Fluent in English, Urdu, and Hindi & Marathi. Average Tamil.

#### Personal Profile:

- ❖ **Father's Name :** late haji mohammed shaikh
- ❖ **Date of Birth :** 20<sup>th</sup> Oct 1984
- ❖ **Sex :** Female.
- ❖ **Marital Status :** Single
- ❖ **Nationality :** Indian.
- ❖ **Permanent Address:** C /5, Hameeda Manzil,Ajmera Park,  
Lane no.2  
Kondhwa Khurd.  
Pune  
Maharashtra-411048

#### Hobby:

Cooking, Listening Music, net surfing

#### Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Hameeda Shaikh

Signature:  
Date :