**RESUME**

**SHAIKH AMEENA SALIM**

#### Sr.no.74/A, : shaikhameena16@gmail.com

#### SHRAWASTI NAGAR, : 9673676369

#### GHORPADI GAON,

#### PUNE-411001

**OBJECTIVE**

To work with an organization of repute that provides opportunity for learning and professional growth, where I can obtain a challenging position by utilizing my acquired educational, management skills, abilities and experience, while being resourceful, innovative and flexible.

**ACADEMIC QUALIFICATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Qualification** | | **Board/University** | | **Percentage (%)** | | **Year of passing** |
|  |  | |  | |  | |  |
| 1 | M.Com | | Pune University  (Abeda Inamdar Sr. College ) | | 78.94% | | 2015 |
| 2 | B.Com | | Pune University  (Abeda Inamdar Sr. College ) | | 60.83% | | 2013 |
| 3 | H.S.C | | Maharashtra Board  (Anglo urdu Jr. college) | | 52.50% | | 2010 |
| 4 | | S.S.C | Maharashtra Board  (St. Josephs High School,Pune ) | 45.84% | | 2008 | |

**WORK EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company** | **Designation** | **Job Responsibilities** | **Duration** |
| 2Coms Consulting Pvt Ltd | Hr Recruiter | 1. Recruiting for International BPO (Pune) & Accenture BPO (Pan India). 2. End to end Recruitment. 3. Drive co-ordination. 4. Interacting with Clients. | 17th August till Date.2 March 2016 |

**TECHNICAL SKILLS**

* **Basic Computer knowledge**
* **MS-CIT**

**PERSONAL PROFILE**

Name : Shaikh Ameena Salim

Date of Birth : 16th April 1992

Gender : Female

Marital Status : Single

Religion : Muslim

Nationality : Indian

Languages Known : English, Hindi and Marathi

Hobbies : Listening Songs, Travailing,Bicycling

Address : Sr.No.74/A,Shrawasti Nagar,

Ghorpadi Gaon, Pune-1

**Declaration:**

I hereby declare that the above written particulars are true to the best of my knowledge and brief.

**Place :- Pune.** `Date :- **Shaikh Ameena Salim.**