**RESUME**

**Md.Shaheen begum E-Mail :** [**shaheen13.12.95@gmail.com**](mailto:shaheen13.12.95@gmail.com)

**Mobile : 9989145171**

**CAREER OBJECTIVE :**

**To work in competitive , inspiring and challenging environment which offers opportunities of contributing towards the development of the organization and enhances the potential for professional satisfaction .**

**ACADEMIC PROFILE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **GROUP** | **INSTITUTION** | **BOARD/ UNIVERSITY** | **Aggregate** |
| **Degree** | **B.com**  **(computers)** | **Sri vasavi degree college , Tpg** | **Adikavi Nannaya University** | **70%** |
| **Intermediate** | **C.E.C** | **Sri vasavi degree college , Tpg** | **Board of Intermediate** | **70%** |
| **S.S.C** |  | **Aditya Vidyanikethan , Tpg** | **Board of Secondary Education** | **70%** |

**EXPERIENCE :**

**Kimberley School , Tadepalligudem – Teacher and Administrative**

**January 2017 - January 2019**

* **Taught computer science to fourth and fifth class students .**
* **Adopted various teaching techniques for better understanding of the student .**
* **Worked and supported the students who required extra guidance .**
* **As a receptionist maintained a good professional reception service and managed teacher meetings.**
* **Responded to all the inquiries which were made by the staff , students and public.**
* **Performed all the other duties as assigned in a calm and polite manner .**

**Garden of Eden Property Developers , Neredemet – Sales consultant**

**January 2021 – June 2021**

* **Product Knowledge**
* **Good Communication skills**
* **Active listening**
* **Time management**
* **Problem solving**
* **Positive Mental Attitude**
* **Enthusiasm**

**Mega Bull Creation , Begumpet - Administrative & Customer Executive**

**October 2022 – April 2023**

* **Doing administrative and clerical tasks**
* **Preparing and editing letters reports memos and emails**
* **Responded to all the inquiries which were made by the clients**
* **Performed all the other duties as assigned in a calm and polite manner .**

**TECHNICAL SKILLS :**

* **M.S Office**
* **Tally – EPR9**

**SKILLS :**

* **Communication skills**
* **Team work**
* **Open – Mindedness**
* **Organization**
* **Learning New Things**

**Personal profile :**

**Name : MD.Shaheen begum**

**Mother Tongue : Urdu**

**Date of Birth : 13 December 1995**

**Gender : Female**

**Nationality : Indian**

**Marital Status : Married**

**Religion : Muslim**

**Languages : English , Hindi , Telugu**

**Address : H.No: 11/4/517 , Near Wesley Church ,**

**Chilakalguda**

**Secunderabad**

**Declaration :**

**Do here by declare that the particulars of information and facts stated here in above are true , correct and completed to the best of my knowledge and belief .**

**MD.Shaheen begum**