

## **CURRICULUM VITAE**

### **PERSONAL DETAILS**

Name: Fahima Abdul Majid Chougule  
Birth: February 08, 2001  
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### **OBJECTIVE:**

To make the best use of personal knowledge, skills, strengths, and energy for producing results, consistent with the organization's vision and mission and expect in return job satisfaction and a professional atmosphere to work in, a good working environment professional growth, opportunity to learn other skills, while being resourceful, innovative and flexible.

### **ACADEMIC QUALIFICATION:**

#### **SANPADA COLLEGE OF COMMERCE AND TECHNOLOGY**

1. Passed TYBcom in the year 2021 (90%)
2. Passed SYBcom in the year 2020 (87%)
3. Passed FYBcom in the year 2019 (80%)

#### **GAURAV COLLEGE**

4. Passed 12th in the year 2018 (79%)

#### **SEVENTH-DAY ADVENTIST HR. SEC. SCHOOL (ICSE)**

5. Passed 10th in the year 2016 (56%)

### **COMPUTER KNOWLEDGE:**

Microsoft Excel/Google sheets  
Microsoft Word/Google docs  
Microsoft Powerpoint/Google slides  
Microsoft Access  
Tally

### **SKILLS:**

Canva Photoshop  
English (Written and Spoken)  
Hindi (Spoken)  
Marathi (Spoken)  
Typing Speed <30 PW  
Content Writing (Beginner)  
Social Media Marketing (Beginner)  
Accounting (Beginner)  
Good Team player

### **LEADERSHIP SKILLS:**

- Organized a few events in degree college, and handled two groups of volunteers under me at once.
- Helped to organize college picnic
- Good at maintaining and building relationships between the seniors and junior members
- Can work under pressure
- Learned multi-tasking through managing college events and prior work experience

### **PAST EXPERIENCE**

Worked in The Sleep Company as a CRM Executive (under the logistic department)

- Coordinating with the logistics partners and customers over outlook emails and calls
- Coordinating with the warehouse staff for the smooth process of delivery
- Handling the delivery and return pickup process
- Arranging pickups
- Working on helpdesk tickets internal system.
- Making and maintaining data in google sheets and Excel
- Handling Refund process for returned products
- Working closely with the manager and giving updates on work.
- Coordinating and working with the internal team.

Worked in Teleman Institute of Wireless Technology as a Career Counsellor

- Managing an extensive student database
- Handling Inbound and outbound calls
- Working closely with the seniors
- Work in MS Excel and Google sheets
- Send out Emails about available courses we offer
- Assisting students throughout the admission process

Worked in Orkid Academy (Fitness Activity center) as an Administrative Assistant

- Management of the center
- Handling the day-to-day activities
- Taking Inbound and outbound calls
- Monitoring the reception area
- Maintaining Database
- Handling admission Process
- Maintaining Petty cash expenses
- Collection of fees and keeping records

Worked in SPP Associates (CA firm) as a summer intern

- Filling e-forms of the clients
- Assisting seniors with bank audit
- Data entry in MS Excel
- Filing work
- Working in tally

**AWARDS / CERTIFICATES:**

1. Received certificate for the best student of the year in 12th
2. Secured 1st position in academic performance in 12th.
3. Received certificate for the best personality in 12th
4. Received two Volunteer Certificates for Women Development cell in FYBcom
5. Secured 1st position in academic performance in FYBcom.

**HOBBIES AND INTERESTS:**

Writing

Traveling

Listening to music

Internet surfing





