**Afreen Ahmed Shaikh**

**Mob number: +91 7741830181 Email :** [**afrinshaikh02997@gmail.com**](mailto:afrinshaikh02997@gmail.com)

**CAREER OBJECTIVE:-**

To work with a progressive organization in which I can contribute my knowledge and skills to achieve the organizational objective

**EDUCATION QUALIFICATION:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Year** | **Institute** | **University/Board** |
| **B.com** | 2016-17 | Modern College Of Arts Commerce & Science Pune | Pune University |
| **HSC** | 2013-14 | Dr.D.Y Patil College | Maharashtra Board |
| **SSC** | 2011-12 | Priyadarshani High School | Maharashtra Board |

**WORK EXPERIENCE:-**

**Current Organization:-** Optimized Infotech

**Post** Admin & Counsellor

**April 2019 – June 2020**

**Role and Responsibilities :-**

* Attending visitors and helping them with admission procedures and Course offered.
* Oversee the marketing process to attract new Students
* Greeting visitors and maintaining their records
* Coordinating with client for the schedule of meetings
* Achieve designated admission targets
* Monitor class Schedules to ensure smooth running of classes

**Previous Company Name:-** Pushpa Promoters & Builders, Ravet.

**Post** Administration & sales Executive

**April 2017 – March 2019**

**Role and Responsibilities :-**

* Handling Billing, Quotation, Mailing, Stock, etc
* To oversee the promotion of property sales on advertisement media and listing services
* Meeting with client and prospects interested in properties.

**TECHNICAL SKILLS:-**

MS Office and Tally ERP 9

**STRENGTH :-**

* Good communication skills
* Quick Learner ability and adaptability
* Hardworking
* Sincere
* Self confident

**HOBBIES:-**

Cooking, Singing, Travelling

**PERSONAL DETAIL:-**

* Name : Afreen Ahmad Shaikh
* D.O.B : 02/02/1997
* Gender : Female
* Nationality : Indian
* Languages Known : English, Hindi And Marathi

**DECLARATION:-**

I hereby declare that the above particular are true to the best of my knowledge and belief. I assure you that I will abide by the rules and regulation of the organization.

**Date:**

**Place: -** **Pune (Afreen A Shaikh)**