



SHAKIYA MAQBOOL



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sshakiya025@gmail.com



Shakiya Maqbool

WORK EXPERIENCE

Experienced

ABOUT ME

Hardworking employee with customer service, multitasking and time management abilities. Devoted to giving every customer a positive experience. Committed job seeker with a history of meeting company needs with consistent and organised practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organisational brand.



Education

- **Bachelor Of Engineering, Electrical**

The Institute of Engineers , Kolkata
Kolkata, West Bengal

Completed, July 2021

- **Three year Diploma, Electrical Engineering**

SSM College of Engineering and Technology
JKSBOTE
Srinagar, Jammu and Kashmir

Completed, December 2016



Work Experience



April 2018 - June 2019

Accountant

B safe Enterprise

Srinagar, Jammu and Kashmir

- Worked on Busy Accounting Software.
- Handling and maintaining of all account records , payments etc of the company
- Maintained accurate invoice summaries and collection records to enhance monitoring of billing and cash inflows
- Verified documented and requested disbursements to facilitate payments.

- Prepared financial documents and invoices.



August 2019 - December 2021

Data entry Operator

Govt. Medical College

Baramulla, Jammu and Kashmir

- Identified, corrected and reported data entry errors.
- Maintained data entry requirements.
- Complied data from source documents prior to data entry.
- Maintained office records, letters and data of employees.



January 2022 - June 2022

Sales Associate

Wovcare pharmaceuticals

Srinagar, Jammu and Kashmir

- Helped customers find specific products , answered questions and offered product advice.
- Engaged customers in friendly , professional dialogue to determine needs.
- Answered incoming telephone calls to provide store, products and services information



June 2022 - Current

Computer Operator

Iqbal Memorial Institute, Girls Wing

Srinagar, Jammu and Kashmir

- Documented job processing requirements and data flow for applications
- Maintaining school records and data flow and administrative work
- Verify accuracy and sorted information to prepare source data for computer entry.



Skills

Diploma in Auto CADD (Electrical)

Busy Accounting software

Tally

Learning Graphic Designing

Report Generation

Attention to detail

Data Entry

Organising and Categorising

Excellent written and verbal communication



Languages

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- English
 - Urdu
 - Kashmiri

Address: KHANYAR

SRINAGAR - 190003
Jammu and Kashmir

Declaration

I, SHAKIYA MAQBOOL, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

SHAKIYA MAQBOOL

Srinagar , Jammu and Kashmir
06/03/2023