AMINA SHEIKH

Lakhe Nagar, Raipur

Contact No.- 8103789033

[Aminasheikh1991@gmail.com](mailto:Aminasheikh1991@gmail.com)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTRODUCTION**  : A young, energetic and dynamic with the skills of meeting challenges.

**OBJECTIVE** : To utilize my interpersonal skill efficiently and learn to enhance my knowledge,

to contribute to the best of my capability for the growth of organization

|  |  |  |
| --- | --- | --- |
| QUALIFICATION | | |
| Examination/ Degree | **Institute/University** | **Year Of Passing** |
| 10th | Mayaram Surjan Govt. Girls School, Raipur | 2007 |
| 12th | Mayaram Surjan Govt. Girls School, Raipur | 2009 |
| B.com III Year | Mahant Laxminarayan Das Mahavidyalaya, Raipur | 2013 |

|  |
| --- |
| COMPUTER QUALIFICATION |

Master Diploma (Ms Office, Coral Draw, & Photoshop, Internet) from EXCEL NET COMPUTERS, Raipur, Chhattisgarh.

|  |
| --- |
| WORKING EXPERIENCE |

* Total Two Years Experience with **APTECH N POWER** as Front office Executive Cum Admin. (21 July 2009 – 27 May 2011)
* Total Six Years Experience With Present **ICAN InfoSoft Pvt. Ltd.** (11 June 2011-Till Date)

|  |
| --- |
| WORKING SKILLS |

* + - Knowledge of telecalling and maintaining database.
    - Full Knowledge of handling administrative work.
    - Knowledge SMS Sent, Mail Sent, File Maintain, Data Handling.
    - Good Communication to the language known.
    - Computer savvy (Complete Knowledge

|  |
| --- |
| PERSONAL INFORMATION |

|  |  |
| --- | --- |
| Name | **:-** Amina Sheikh |
| Father’s Name | **:-** Let. Sheikh Shafi |
| Date Of Birth | :- 13 July 1991 |
| Nationality | :- Indian |
| Language Known | :- Hindi, English, Urdu |
| Present Address | :- Idgah Bhata, Lakhe Nagar, Raipur, Chhattisgarh. |
| Mobile No. | :- 8103789033 |

|  |
| --- |
| PROFILE SUMMARY |

1 Sincere & hardworking with ability to perform well in a team environment.

2 Possess excellent oral & written communication skills and good inter personal skills.

3 Proactive, committed, enthusiastic with positive approach.

DATE : ………………………… AMINA SHEIKH