

CURRICULUM VITAE

ARJUMAND SHAIKHIDARASI

Permanent Address:

At: Valmiki magar , Nr B.R Gholap

Collage , New sangvi

Maharastra.

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CARRER OBJECTIVES:

I am in search of an opportunity where I can maintain & develop an organization and to take challenging position, which gives me a chance to present my skills & creation for the best utilization of my knowledge to help for the growth of the organization. I want to become a valuable asset to the company of dedication & honesty.

EDUCATIONAL QUALIFICATION:

Course	Board/University	Percentage	Year of passing
10 th class	B.R. Gholap school Pune, Maharashtra	77%	2010
12 th class	B.R. Gholap Jr. collage Pune, Maharashtra	49.85%	2012
B.sc	B.R. Gholap collage Pune , Maharashtra	76.83% (First class with dist.)	2015

PROFILE:

- A Hardworking individual with a strong drive to excel in all areas of life.
- I am serious, confident and well organized hard working personality.
- I possess excellent communication skills and capable of mobility, curiosity and versatility.
- I also possess inspirational qualities and if given a challenging task can do with full confidence and enthusiasm.
- Positive attitude towards individuals in critical situations.

Computer Proficiency:

MS-Office with good typing speed

MS- Excel / DCGA (Diploma in Graphics and Automation)

EXPERIENCE:

3 Year work in DAV public school aundh in Transport section as office staff from year 2012-2015

6 Months work In Ortus Softech Pvt. Ltd. Company as Data Entry Operator

Currently working in agzon agro Pvt. Ltd. Company as a Sales Support & Coordinator

PERSONAL PROFILE:

Name	:	SHAIKHIDARASI ARJUMAND SHAHIDALI
Father's Name	:	Shahidali
Date of Birth	:	1 st June 1993
Gender	:	Female
Marital Status	:	unmarried
Languages Known	:	Hindi , Marathi and English

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

(ARJUMAND SJHAHIDALI SHAIKHIDARASI)