

## **GULAPSHA SALIM SHAIKH**

**+91 8286029230**

**Email: naikmufeez998@gmail.com**

### **CAREER OBJECTIVE**

- I am looking to attain a position that would help me to utilize my professional expertise and ability to interact with the business community. I have also looked for managing business goals and maintaining quality in the process by stretching the best of my abilities.
- Understanding the job profile and putting in the maximum efforts to meet deadlines and schedules with professional efficiency, confident enough to take up new and challenging opportunities. Good command over written and verbal English. Having good ability to work with and manage teams.

### **EDUCATION QUALIFICATION**

<b>EDUCATION</b>	<b>YEAR OF PASSING</b>	<b>UNIVERSITY/ BOARD</b>	<b>CLASS</b>
M.COM	2017-2018	KALINA UNIVERCITY	FIRST
TY.BCOM	2015-2016	S.K SOMAYA OF SCIENCE/COMMERCE ARTS.	First
H.S.C	2012-2013	MAHARASHTRA BOARD	First
S.S.C	2010-2011	MAHARASHTRA BOARD	First

### **COMPUTER SKILLS**

- Operating System: Windows 2007, XP, 2008.
- Additional Tools: MS-Office, Advance Excel, Internet Browsing, PowerPoint etc.
- English Typing @ 30 w.p.m.

### **WORK EXPERIENCE**

- Worked with System support services for 3 years as a data entry operator.

### **STRENGTHS**

- Punctual, Fast learning Skills
- Good Communication Skills, Easily adopt new ambience.

## PERSONAL INFORMATION

Date of Birth : 04<sup>th</sup> September 1996

Gender : Female

Nationality : Indian

Languages Known : English, Hindi, and Marathi.

Hobbies : Teaching, shopping, reading etc.

Self-Assessment : Ambitious and eager to learn, assertive, hard working.

Current Address : Rm.139,Jarimari muslim society,Sevak Kendra,Kurla andheri Rd,Mum-72

## DECLARATION

I hereby declare that all the above information is true to the best of my knowledge and belief.

**Date: 29/12/18**

**Place: Mumbai**

**GULAPSHA SALIM SHAIKH**