

PERSONAL INFORMATION



Syed Nazish

📍 **Address 1-** Flat no.7,House number 2587,Way number 5038,Wadi alkabir Muscat,(Oman)
Address 2- Room no.04,Building no.1,Parishram SRA CHSL ,Bhabrekar Nagar,Charkop,
Kandivali west Mumbai, 400067 Mumbai (India)
📞 +968 91556228/91374541,+917666086645
✉ nazish.rabaah@gmail.com

Passport No. P5555539 | **Status** Married

Sex Female | **Date of birth** 21 February 1992 | **Nationality** Indian

WORK EXPERIENCE AND INDUSTRIAL VISITS

December 2011- May 2012

Administrative Coordinator

Sumraaz Technologies - Mumbai

- Six month work experience in handling data entry job.
- Worked as client coordinator- University Admissions.
- Administrative management of account receivables.
- Client acquisition and lead generation.

November 2015

Industrial Visit – (Shanghai , China)

Industrial tour to Shanghai

Industrial Insight tour to the MNCs in China.

Companies Visited:

- Lenovo
- Volkswagen
- Shanghai Electric
- BAO Steel
- IKEYA
- Meiji Chocolate factory

October 2015

Industrial Visit – Bisleri, Pune

Industrial tour to Bisleri Bottling Plant- Pune

Purpose – Education / Training & Development.

October 2015

Industrial Visit – Parle Agro, Nashik

Industrial tour to Parle agro Manufacturing plant.

Purpose – Education / Training & Development

October 2015

Industrial Visit – Legrand , Nashik

Industrial tour to Plastic moulding plant – Legrand at Nashik.

Purpose – Education / Training & Development

October 2015

Industrial Visit – Coca Cola , Pune

Industrial tour to coca cola bottling plant- Pune

Purpose – Education / Training & Development

October 2015

Industrial Visit – BSNL , Nashik

Industrial tour to BSNL transmission centre.

Purpose – Education / Training & Development.

EDUCATION AND TRAINING

2015 – 2017 Expected

Post Graduate Diploma in Management (Finance)

Narsee Monjee Institute Of Management Studies , Mumbai

Pursuing Distance PGDM in Finance and Financial Management.

2011 – 2014 **Bachelor of Commerce**

University of Mumbai

GRADE secured: 60%

Subjects-

Financial Account, Management Account, Direct & Indirect Tax, Auditing, Maths & Statistic, Human Resource Management, Economics, Environmental Studies, Computer Application.

COMPUTER SKILLS

- Windows7, 8, vista, XP
- Visual Basics,
- HTML
- MS office

2009 – 2011 **Higher Secondary Certificate- (Commerce)**

K.G. Mittal College , Mumbai

Board- Maharashtra Board.

Grade secured: 61%.

- Subjects studied-.English, Accounts, Economics, Business Communication, Environmental Studies, Secretarial Practice , Business Management , Information Technology.

2009 **Secondary School Certificate.**

Alfalah High School. Mumbai

Grade secured : 78%

- Board- Maharashtra.
- Subjects' Studied-English, Marathi, Mathematics, Science, Social Sciences, Arabic.

LANGUAGES KNOWN

- Hindi
- English
- Urdu
- Arabic-Read & Write

AWARDS AND ACHIEVEMENTS

- Awarded many a times in inter school competitions. Like quiz/ one act play.
- Participated in charity show for leprosy eradication (2005).
- Awarded as a Deputy head in Press Department in School.
- Qualified in Scholarship exam conducted by Maharashtra Government in school (2006).