

CURRIVULUM VITAE

Bi bi Soghra

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SUMMARY

1. Finance executive with 4 year of experience
2. Executive with 1 year of experience
3. Assistant manager with 6 month of experience

CAREER OBJECTIVE

Seeking a position to utilise my skills and abilities in the organization and also want to work in the environment where I can give my best and get the best

SKILLS

Good listener, willingness to learn and hard work

Comfortable working on computer

Ability to deal with people diplomatically

Good team worker and I can manage a team

Comprehensive and verbal problem solving ability

EXPERIENCE

	Shreyaas gold buying company
Assistant manager	Handling customer ,field work , billing and maintenance office
	RRR gold buying company
Executive	Field work ,attend incoming call, excel and handling customer
	Bajaj finserv consumer durable department
Finance executive	Handling customer ,documents collected , send file to head office
	Idfc finance
Finance executive	Attending customer explain scheme , required documents . collecting documents apply for loan

EDUCATION

Degree/Course	Institute/College	University/Board	Year of Passing
Bachelor of arts	DVS arts and science college	Kevumpu University	2016
Puc	Kasturba girl pu college	Department of pre University	2013
SSLC	Kasturba girl high school	Karnataka secondary examination	2011

STRENGTHS

Self confidence, patience, hard work, dedication in work and Friendly nature

HOBBIES

Listening to music & watching tv

PERSONAL DETAILS

Address	No 54 chikkabanavara hesaraghatta main road Bangalore Bengaluru, Karnataka, 560090
Date of Birth	18/04/1996
Gender	Female
Nationality	India
Marital Status	Single
Languages Known	English , kannada , Hindi

DECLARATION

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

Bi bi Soghra