

# 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

	<b>Shreyaas gold buying company</b>
Assistant manager	Handling customer ,field work , billing and maintenance office
	<b>RRR gold buying company</b>
Executive	Field work ,attend incoming call, excel and handling customer
	<b>Bajaj finserv consumer durable department</b>
Finance executive	Handling customer ,documents collected , send file to head office
	<b>Idfc finance</b>
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**

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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**

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

Bi bi Soghra