

CONTACT

8767822014
7700096579

shaikh10rashid@gmail.com

Current :- Near korba
mithagar, barakat ali road,
wadala east, mumbai, 400037.

Permenent:- At post Chinchpur
pangul, taluka- Pathardi, dist-
Ahmednagar, maharashtra
414102

EDUCATION

BACHELOR OF COMMERCE

Year of Passing - 2021

Shri Bhausaheb Vartak College
Mumbai.

HSC :- 73 %

Year of Passing – 2018

Shri Bhausaheb Vartak College
Mumbai.

SSC :- 85 %

Year of Passing – 2016

SVM School, Mumbai.

COMPUTER KNOWLEDGE

Advance excel

★★★★★

Microsoft office

★★★★★

Internet

★★★

Familiar with most of dashboards

★★★★★

Rashid Shaikh

OBJECTIVE

To obtain a position in the organization where I can utilize my skill,
Experience & Qualification for Progress of organization.

EXPERIENCE

Karvy Digikonnnect Pvt Ltd.

Nov-2019 - May-2020

- Customer Service-Data management & backend operations.

Paece cellular (Borivali)

Aug-2018 - Nov-2018

- Handling customers & generating leads.

HOBBIES

SKILLS

- To watch cricket & Wrestling matches.
- To Read success stories of successful persons.
- Interpersonal skills
- Communication skills
- Problem-solving
- Management skills
- Leadership

COURSES & CERTIFICATIONS

Businesses Development Executive

January - march 2021

- Sector - BFSI
- Skill building programme by TATA Strive.

TATA capital financial literacy program.

January - March 2021

- Sector- Finance
- Source TATA capital

Domestic Data Entry operator

April - May 2021

- Sector- Database management.
- National skill development council (NSDC) Certified course Blended learning.

Office administration

Sept 2019 – Nov 2019

- Sector – Administration
- Vocational professional skill building programme by ICICI Academy.