

AFZAL SHAIKH



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📍 Ulwe, Navi Mumbai

EDUCATION:

- Graduate / Degree from, **SIES College of Commerce from Mumbai University** With **8.5 CGPI** in the year 2023.
- HSC From **Tilak JR College** with **70%** in 2019-2020
- SSC From **Crescent English High School** with **70%** in 2017-2018

Hobbies:

- Playing cricket
- Listening music

CAREER OBJECTIVE:

To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills.

STRENGTHS:

- Positive attitude
- Hardworking
- Self-motivated
- Time Management

CAPABILITIES:

- Efficient Communication
- Sales & Marketing Strategies
- Team Oriented
- Advanced Excel
- Advance Tally Prime
- Content / Blog writing
- Proficiency in MS Word, PowerPoint, & Typing
- Learning Linux

PERSONAL DETAILS:

- DOB : 30th Nov 2002
- Address: Tulsi corner, Plot no- 126, Sector-20, Ulwe Navi Mumbai. 410206
- Language proficiency: English, Hindi
- Marital Status: Single

WORK EXPERIENCE

Customer Sales Representative KONTACT GLOBAL (April'22– May'23)

- Worked as customer sales representative.
- Handling customer queries

Academic Coordinator ITM Institute (July'23– January'24)

- Handling academic administration of the institute
- Interacting with students and solving their queries.
- Worked on data using Excel & Spreadsheet.
- Verifying & Printing Marksheets

Spire VKYC Auditor [PayU] (Mar'24– Sept'24)

- Auditing VKYC calls
- Verifying Documents
- Maintain Data in Sheet