

RÉSUMÉ

Saquib Shaikh



348, Taseer Apt., Nana Chawdi Chowk,
Nana Peth, Pune-411002, India



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saquibshaikh11777@gmail.com



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

Experience : **Concentrix Daksh Pvt Ltd.** As a Role of **Representative, Operations Advisor II, Transaction Processing.** Processing claim transactions accurately and Efficiently, managing various task which is critical for back office operations. Maintaining high level of accuracy and adherence to company policy

DOJ : 28th September, 2021 to 29th February, 2024

Professional Qualification:

2012 – 2019	M.C.E Society's A.I.S College	SPPU University
	Bachelor of Commerce	

Educational Qualification:

2010- 2012	Poona College	Maharashtra Board
	Junior College (12 th Grade)	
2009-2010	Dr. Zakir Husain High School	Maharashtra Board
	Matriculation (10 th Grade)	First Class

Computer Proficiency : MSCIT

Languages

: Conversational-English, Hindi and Marathi.

Interests

: Swimming, Horse riding, Playing Carrom and Travelling.

References

: Available on request.

Strength

: Honest, enthusiastic, self motivated and hard working with positive attitude towards my life and career.

Personal Details**Name**

: Saquib Sadique Shaikh

Communication Address

: 348, Taseer Apartment, Nana Chawdi Chowk, Nana Peth,
Pune, 411002, Maharashtra, India

Permanent Address

: Flat No. 34, Harsh PMC Building, Nagras Road, Aundh,
Pune, 411007, Maharashtra, India

Mobile

: +91 888 886 8439/ 839 003 5410

Email

: saquibshaikh11777@gmail.com

Nationality

: Indian

Date of Birth

: 20th May 1994

Marital Status

: Married

Declaration

: I hereby declare that all the above information furnished by me true and the best of my knowledge.

Date: / /2024

Place: Pune

