**CURRICULUM VITAE**

**SHAIKH AAIZA SAMEER**

**MOBILE : 8080208171**

**ayzasheykh08@gmail.com**

**CAREER OBJECTIVE**

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company with Seeking a challenging career.

**PERSONAL DETAILS**

> Date of birth - 8 April 2002

> Gender - Female

> Marital status - unmarried

> Address - flat no 15, Sukhsagar complex,

Vinay Nagar Nashik.

> Language known - English, Hindi, Urdu, Marathi.

**ACADEMIC QUALIFICATIONS**

> S.S.C from St.Sadique School ( Pune university) Nashik and scored 70%.

> H.S.C from National junior college ( Pune university) Nashik and scored 65%.

> Appearing for Graduation second year in bachelor of commerce from SMRK College Nashik ( Sndt Mumbai university).

**TECHNICAL SKILLS**

> Ms-Cit

> Tally ERP 9

> GST Portal

> Excel and all official work

> Internet surfing

**QUALITIES AND SKILLS**

> Verbal communication skills.

> Excellent Flexibility and Adaptivity.

> Hardworking and focused for the objective.

> Active listenigs and learning skill.

> Interpersonal and leadership quality.

**EXPERIENCE**

> Worked as an intern in IRT Technology pvt lmt.

> Done events with event management companies.

> Worked as accountant in Assure Tax Advisors ( chartered accountant) .

**ACHIEVEMENTS**

> Second place in State level Drawing Contest.

> State level kabaddi and tug of war runner up.

**DECLARATION.**

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

**Thanking you**

**Aaiza shaikh.**