



AFRIN BI SHAIKH

CONTACT :

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Sharjah, UAE.

DOB : 24th Feb 1999

SEX : Female

NATIONALITY : Indian

LANGUAGE :

- ✦ English
- ✦ Hindi
- ✦ Konkani

MARITAL STATUS : Married

VISA STATUS: Residence

PASS PORT DETAILS:

Passport Number : U3648515

Date of Issue : 08/07/2021

Date of Expiry : 07/07/2031

Place of Issue : Panaji

OBJECTIVE

To prosper in an environment of growth and excellence, earning a job that provides me with job satisfaction and self-development while also assisting me in achieving personal and organizational goals.

EDUCATION:

- ✓ Completed Graduation in Bachelor Degree in Arts in Fr. Agnel college of Arts and commerce, Goa
- ✓ Completed Higher Secondary in Fr. Agnel higher secondary school, Goa.
- ✓ Completed S.S.C in Immaculate heart of Marry high school, Goa.

Work Experience:

Worked as Attendant in IGNOU (Indira Gandhi National Open University) For One year in 2019

- Attending client's calls and visitors at campus.
- Maintaining files and recording important data.
- Updating documents and completing paperwork.
- Performing general office clerk duties of campus.
- Maintaining petty cash.

Personal skills:

- ☆Excellent written and verbal communication.
- ☆Ability to work independently or as part of team.
- ☆Time management skill.
- ☆Honest and Sincerity towards job.
- ☆Energetic and ability to work Hard.

Additional Qualifications:

- Microsoft Word, Microsoft PowerPoint & Microsoft Excel.

Declaration:

I hereby declare that the information given above is true to the best of my knowledge. If I get an opportunity I assure the authority that I shall discharge my duties and responsibilities with my ability and integrity.