

# SHAIKH FARHEEN



## Contact

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+971503430773

NEAR AL MAHATTA PARK, QAS MIYA, SHARJAH, UNITED ARAB EMIRATES

## Skills

Maintain good coordination with 80% colleagues, a strong will to take on responsibilities and challenges, value of time is always a priority, ambitious and hard working.

Microsoft Office 80%

Tally (Erp 9.0) 80%

CoralDraw 80%

Mailing, Internet, & Editing 80%

## Language

English

Hindi

Marathi

## OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## EXPERIENCE

**SS COMMUNICATION & SERVICES PVT LTD.** 26  
ACCOUNTANT August  
Salary Payroll 2018 -  
Handling Receivables and payable 17  
On field cash handling October  
Keeping stock records 2021  
Staff attendances record handling

## EDUCATION

**Carmel College of Arts Science & Commerce for Women Nuvem**  
Bachelor of commerce (Honors) 2020  
78%

## REFERENCE

**Sami Shaikh - "SS COMMUNICATION & SERVICES PVT LTD."**  
Manager  
+919834314175

## SEX

FEMALE

## NATIONALITY

INDIAN

## DATE OF BIRTH

4th November 1997

## PASSPORT DETAILS

Pass Port No. : R1519472  
Date of Issue : 04/10/2017  
Date of Expiry : 03/10/2027  
Place of issue : Panaji, Goa

