

Ruksana Shaikh

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32,3rd floor Churchi Chamber,Boman Kawasji Behram Marg ,

Electric House Colaba, Mumbai-400001

Career Objective:

➤ To be a part of an enthusiastic work environment, where I can enhance my knowledge and apply my technical and logical reasoning skills to accomplish organizational goal and to learn something new.

Summary:

- Quick learner and persistent in approach.
- Good communication skills with fluency in English.
- Good in MS Office (Word, Powerpoint).
- Adaptive to changing situations.
- An optimistic attitude that can inspire others.

Scholastic:

Graduated in Bachelor of Commerce

From Sitaram deora institute of management and studies.

➤ **HSC Higher Secondary School Certificate Examination**

From B M Ruia girls college.

➤ **ICSE Secondary School Certificate Examination**

From Dunne's Institute High School, Delhi Board.

Extra Curricular activities:

- **Participated in various inter-college competitions , tug of war and volleyball tournaments.**
- **Participated in various college festivals.**

Personal details:

- **Nationality: Indian**
- **Caste: Muslim**
- **Date of Birth: April 25, 1999**
- **Permanent address: 32,3rd floor Churchil Chamber,Boman Kawasji Behram Marg,
Electric House, Colaba , Mumbai-400001**
- **Linguistic Abilities: English, Hindi, Urdu.**
- **Positive Factors: Obedient, Hardworking, Optimistic, Punctual, Reliable, Helpful.**
- **Hobbies: Listening music, Reading, Internet surfing, Indoor & Outdoor sports, Travelling.**

Declaration:

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.