

## **RESUME**



**NAFIS.S.SHAIKH**

**Cell: +91 97244-30532**

**E-mail:nafisshaikh625@gmail.com**

---

### **Career Objective:**

To perceive a career in a renowned firm with dedicated efforts and to associate myself with an organization that gives me a chance to update my knowledge.

### **Educational Qualification:**

- Graduation **B.Com** Under VNSGU University from UDHNA CITIZEN Commerce College, UDHNA -2023.
- Intermediate **H.S.C** under Board of Intermediate Education, from Oxford English High Secondary School, Udhna (Surat) –2015.
- **S.S.C** from Board of Secondary Education, Oxford English High Secondary School, Udhna (Surat) – 2013.

### **Computer Skills:**

Tally ERP.9/Prime Software

M.S words, Excel (spreadsheet), Power Point...etc

Logistic Management System (L.M.S) Software

Excellency in Internet Surfing

Hardware & Software Knowledge

Operating Systems like; (Windows 7,10,11 and Other)

## **Experience:**

I Have **7 Year of Experience** in Accounting field at HeadOffice & Back Office Work & also Experience in (Fleet Management Skills, Customer/Party HandleSkills, Transport Management System, Basic + Advance Accounting Software Skills) (**ShreeHansRoadways**).

- I have 1 Year of Experience in Sales Executive **Me N Mom** (MeeMee Brand).

## **Strength:**

Good Communication Skills.

Ready to take responsibility.

Quick Learner and Good Interpersonal Skills.

Positive Attitude: Creating a positive work environment.

Personal Management.

**Personal Profile:**

Name : NAFIS S. SHAIKH  
Father Name : Sufiyan Ahmed Mustak Ahmed Shaikh  
Date of Birth : 14-Nov-1998  
Marital Status : Un Married  
Religion : Muslim  
Nationality : Indian  
Languages Known : English, Hindi and Gujarati  
Address : Plot No:- 6-7Choksi  
Building Dagina Nagar,  
Vill: Udhna,  
Mdl: Udhna,  
Dist: Surat, 394210.

**Declaration:**

I here by declare that the above information is correct and true to the best of my knowledge and belief.

Place: Surat, Gujarat (India)

Date : 05/11/2024

**(NAFIS S. SHAIKH)**