

From,  
Ms Shobha  
Plot no-71/74  
Sector -1  
Road no 2  
Chembur,  
Mumbai-400089  
E-mail: [shobhagk2024@gmail.com](mailto:shobhagk2024@gmail.com)

Respected Sir/Mam,

Post: Application for the post of Back office/Admin/office assistant/ customer support

I am enclosing my curriculum vitae as a first step to be a part of your esteemed organization. I assure you of my capabilities to handle assignments with utmost sincerity and professionalism.

Thanks and Regards

Ms Shobha

Ms Shobha  
Plot no-71/74  
Sector-1  
Road no -2  
Chembur,  
Mumbai-400089  
Mob: 8082168900  
E-mail: shobhagk2024@gmail.com

### **Personal Details**

Date of Birth : 25<sup>th</sup> June, 1981

Marital Status : Single

### **Career Objective**

To be a part of your esteemed organization and to contribute towards its achievements and goals with my hard work and sincerity.

### **Education:**

<b>Level</b>	<b>Institute</b>	<b>Year</b>	<b>Class</b>
B.Ed	Mahatma Education Society's, Pillai's college of education & research (Mumbai University)	April 2009	I
M.Com	Mumbai University	May 2003	II
B.Com	K.J Somaiya college of Science and Commerce (Mumbai University)	May 2001	I
H.S.C.	S.K Somaiya Vinaymandir (Maharashtra State Board)	March 1998	II
S.S.C.	Modern English School (Maharashtra State Board)	March 1996	I

### **Work Experience**

- Worked as a lecturer in (commerce) Junior college from (July 2015 to September 2024)
- Worked as a lecturer in ICLES' Motilal Jhunjhunwala College, (Junior college) Vashi ( July 2011 to April 2012)

- Worked as a teacher in South Indian Welfare Society's High School (SIWS) Wadala (Aug'2009 to April'2011)
- Worked as a Computer Teacher in St. Gregorios High School (ICSE) near Diamond Garden Sion Trombay Rd, Chembur (July-06 to July-08)
- Worked as an Audit Assistant in M/s V. P. Mehta & Company, Chartered Accountant in Reliance Industries Limited , Sewri (March'05 to Nov'05)
- Worked as an Office Assistant in Novelty Plastics (Jan'02 to Feb'05)

### **Computer Knowledge**

- MS-Office application suite (Word, Excel)
- Internet

### **Key Strengths**

- Communication and Listening skills
- Keen Learner
- Team Spirit.

Mentioned above is my resume for your kind consideration and hope to have an opportunity to work for your esteemed organization.

Thanking you,

Yours faithfully

Ms Shobha



