



## Hasim Shaikhchand Shaikh

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Recent Address:- Flat no 304,Dev Bai Dham Building,  
Behind Central Mall, Near Ganpati Mandir,  
Morwadi, Pimpri, Pune-411018

### CAREER OBJECTIVE:

- To be associated with some innovative and challenging job.
- To be a part of an organization where I can get a chance to learn new things, which helps to increase my growth and which leads to the organizational growth.

### SKILLS AND TECHNICAL FACTS:

- Knowledge of MS-CIT (82%)
- Good command of MS Office
- Knowledge of the Computer & internet, Tally ERP 9
- Professional communication skill.

### ACADMIC RECORD:

Level / Degree	Institute / University	Year of Passing	Percentage
B.Sc	B.A.M.University, Aurangabad	2013-2016	53.78%
HSC	Maharashtra State Board	2012-2013	57.50%
SSC	Maharashtra State Board	2009-2010	60%

### STRENGTH:

- Dedication towards work
- Team work
- Interact with different people
- Willingness to Learn New Things.
- Hard Working.

### Details of Organizations:

Name of Firm	Place	Designation	Duration
Mannapurram Fianance Ltd.	Pune Bhosari Branch	Senior Assistant	1 Year
Om Sai Enterprises (Shell Outlet Pune)	Pune	Operation Manager	4 Year

## **WORK EXPERIENCE:**

### **Senior Assistant of Mannapurram Fianance Ltd. Pune. (1 Year)**

#### **Responsibilities handled:**

- E-Payment, NEFT & RTGS.
- KYC verification for creating account, Verifing Gold

### **Operation Manager of Om Sai Enterprises (Shell Outlet Pune). (4 Year)**

#### **Responsibilities handled:**

- Monitoring company accounts and conducting reviews.
- E-Payment, NEFT & RTGS.
- Voucharing verification like Sales, Purchase, Cash book, Receipts and Payments.
- Maintaining stock Enteries in Tally.
- Making Expense Voucher & Invoices.
- Handaling Petty cash.
- Handaling Mail & Call Query
- Prepare Excel Sheet.
- Recruit Staff.

**I have knowledge of HSE.**

## **PERSONAL PROFILE:**

- Fathers Name :- Mr. Shaikhchand FakirMohmad Shaikh
- Date of Birth :- 26<sup>th</sup> May 1994
- Gender :- Male
- Marital Status :- Married
- Nationality :- Indian
- Languages Known :- English, Hindi, Marathi
- Permanent Address :- A/P Donja,TA:Paranda,DIST:Osmanabad  
Maharastra,Pin: 413505.

## **DECLARATION:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date: / / 20

Hasim Shaikh