

Curriculum Vitae
of
Shaikh Yusuf Munshibaksh
(B.Com)



Personal Profile

Surname :- Shaikh
Name :- Yusuf Munshibaksh
Date Of Birth :- 28/06/1981
Permanent Address :- A-1/1, AshokAppartment,
Nr.G.M.Compound, R.C.Technical Road,
Saraspur,
Ahmedabad-18.
Gujarat, India
Mobile No. :- 97240 10120
Email yusuf_shaikh282000@yahoo.com
Yusufgswt@gmail.com
Sex :- Male
Nationality :- Indian
Marital Status :- Married
Mother Tongue :- Gujarati
Languages Known :- English, Hindi, Gujarati

Graduation Level

Exam Passed	Board/University	Percentage / Class	Year of Passing
H.S.C.	G.H.S.E.B.	Second	2001
B.com	Gujarat University	Second	April-2004
Computer Programming & Application	Cohesion Education Trust	Second	2005-06

Other Qualification and Skills

COMPUTER LITERACY :

Computer Software Programming in e-commerce.

M.S. OFFICE :

MS Word
MS Excel
Gujarati Typing

Internet:

Check & Receive Email
Searching & Browsing Website

Experience:

I have one year experienced in marketing field. I worked as a Marketing Executive in "Shakti Group".

Now I am working in "The Gujarat Sarvajanik Welfare Trust" for last 5 years as a "Cashier" and Head Clerk.

- Computerised Sales & Purchase invoices and Cash Vouchers,
- Routine Office work, Field Work,

GENERAL :

- (1) WORK IN ANY TYPE OF ENVIRONMENT
- (2) ABLE TO WORK UNDER EXTREME PRESSURE
- (3) FAST LEARNER
- (4) DOCUMENTING AND ENSURING BENEFICIARY SATISFACTION & RESOVING COMPLAINT.

I hope if I will be selected I will try my level best to satisfy all my superiors.

THANKS.

Yours faithfully,

Yusuf M. Shaikh
Mo.: 97240 10120