



KAZI FARHEEN SARIF

Phone No. : +918871830617,+919340992335,
+91903914997

Email: farheenansari817@gmail.com

Objective

Seeking a career in a company that provides a competitive environment, a challenging and responsible opportunity to learn and develop both in professional & personal life. To be potential resource to the organization where I can utilize all my skills and knowledge would help the organization to grow and further enhance my growth profile.

Academic Details

Class	Institution	Board/University	Aggregate
B.E (Electronics & telecommunication)	Lakhmi Chand Institute Of Technology Bilaspur (C.G.)	C.S.V.T.U. Bhilai	62%(overall)
12 th	Mohanty English Medium Hr. Sec. School Bilaspur (C.G.)	C.G.B.S.E.	60%
10 th	Mohanty English Medium Hr. Sec. School Bilaspur (C.G.)	C.G.B.S.E	61%

Projects Undertaken

Minor Project:

Automatic Room Light Controller With Visitor Counter.

Major Project:

Bike Security System

Vocational Training

Minor Training:

Types of Coal Mines & Technology:

VHF communications, CDS, Electronic weighing bridge.

Major Training:

Electronic Private Automation Branch Exchange System:

Competencies

- Independent and self-motivated.
- Committed to deadlines and schedules.
- Good inter-personal skills.
- Ability to work in a team.
- Good organizer.
- Quick learner.

Work & Experience Details

1. Designation: Adviser (Reliance Insurance Company Pt. Ltd.) [Yr. 2015-Till now].
Work Experience: Back office works & Documents Handling.
2. Designation: Auditor/Freelancer (Shaw hotels & Consultancy Services Pvt. Ltd.)
[Yr. 2016-2018]

3. Designation: Sales support Executive/ Back office (Popular Paints & Chemicals)
[Yr. 2018]

Personal Details

Personal Details:

Name : Kazi Farheen Sarif
Date of Birth : 17/08/1991
Husband's Name : Kazi Sarif Ul Haque
Mother's Name : Rehana Ansari
Father's Name : K. M. Ansari
Gender : Female
Permanent address : Qtr. No. 849/1 New Railway Construction Colony Tarbahar Naka
Languages Known : English, Hindi, Urdu and Malyalam.
Nationality : Indian
Religion : Muslim

Hobbies & Interests:

1. Playing indoor & outdoor games.
2. Reading Books.
3. Travelling.
4. Do Mehndi Art.

Declaration

Declaration:

I hereby declare that the above mentioned information is true to the best of my knowledge.

(Farheen Ansari)

(Date)