

SHAMA JAVED

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CAREER OBJECTIVE:

To become an asset for the organization that presents a dynamic and challenging environment, gives me new opportunities to explore my abilities and utilize my educational qualifications in order to become a good resource to the company.

EDUCATIONAL QUALIFICATIONS:

Examination Passed	Board/ University	Name of School/ Institution	Year	Marks Obtained (Aggregate)
M. Com	Calcutta University	Calcutta University Main Campus	2022	Ongoing
B. Com (Honors)	Calcutta University	Goenka College of Commerce and Business Administration	2020	SGPA: 7.0
Higher Secondary	WBCHSE	St. John's Diocesan Girls' H.S. School	2017	Percentage: 85.00%
Secondary	WBBSE	St. John's Diocesan Girls' H.S. School	2015	Percentage: 67.00%

SKILLS AND STRENGTHS:

- Well versed with MS Office (Word, Excel and Power point)
- Quick learner with a practical bent of mind
- Effective communication skills
- Agile and flexible
- Good time management

PROJECTS / SEMINARS:

- Project report on corporate social responsibility (CSR)
- National Seminar on Goods and Services Tax (2017)

LANGUAGES KNOWN:

English, Hindi, Bengali

ACHIEVEMENTS / AWARDS:

- Received award for scoring highest in Accountancy at school level (WBCHSE 2017)
- Participated and bagged several prizes in sports at school level
- Was an active volunteer in school functions and fests.
- Active Participation as a volunteer during the COVID-19 crises in distribution of food and necessities through Zariya Foundation (Co-Founder).

EXTRA CURRICULAR ACTIVITIES:

- Swimming
- Travelling
- Listening to music
- Teaching

DECLARATION: I hereby declare that the stated information is true to the best of my knowledge and belief.

DATE: 3/01/2021

SIGNATURE: *Shama Javed*