

## CURRICULAM VITAE

**SHABANA**  
**Mob:9980648311**

**Shabana,**  
**Varthur,balagere road**  
**Bangalore - 560087**

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### OBJECTIVE :

Seeking a challenging career based on my experience in the fastest growing sector, where in I can build on my skill to the best of my traits and to impart my knowledge for the growth of the organization.

### EDUCATIONAL QUALIFICATION:

Qualification	School / College
S.S.L.C	White Rose High School.
P.U.C	Indian Academy Degree College.
BBM	Indian Academy Degree College(Finance).

### OTHER QUALIFICATION:

- Computer Basic , MS Office 2003 & 2007.

### WORK EXPERIENCE:

- Process Associate at **Wayfinder** ( 4 years 6 months )
- Customer support representative at **Accenture** ( 1 year 9 months )

### ROLES AND RESPONSIBILITIES :

- Build and evaluate business advancement processes
- Provide detailed report of process

- Preparing statements ( Payment, Purchase and Sales)
- Calling for the customers for payment recovery
- Maintaining Sales and Purchase Register
- Raising Quotation and Validating Invoices for the executed projects
- Solving queries of customers and explaining details of product
- Providing relevant information to customers and promote business strategies
- Understand Customer needs and ensure that customer is satisfied.

**PERSONAL PROFILE :**

**NAME : Shabana**  
**Father Name : Abdul Rahqeeb**  
**Date of Birth : 06.03.1994**  
**Gender : Female**  
**Nationality : Indian**  
**Religion : Muslim**  
**Marital Status : Married**  
**Languages Known : English, Kannada, Hindi.**

**DECLARATION:**

I here by declare that the given above information is true and correct to the best of my Knowledge and belief.

**Date:**  
**Place : Bangalore**

**Yours Faithfully,**  
**(SHABANA)**

