

SAJGEEN AKHLAQUE BADE

Personal Details

Date Of Birth : 30 January 1999
Gender : Female
Material Status : Unmarried
Father's Name : Akhlaque
Languages Know : English, Hindi,
Urdu.
Hobbies : Reading Books and
listening Music.

My Contact

✉ badesajgeen25@gmail.com

☎ 7057932186

📍 Dattawadi Murud Janjira District Raigad
Near LULU Apartment.

Core Strengths

- Active Learning.
- Time Management.
- Self-motivated.
- Dedication & Devotion to my work.
- Honesty & Discipline.
- Observation.
- Multi-tasking.
- Flexibility and Adaptability.
- Quick Lerner.

About Me

A self-motivated and result oriented M.com graduate with good knowledge in computers looking for a challenging career in the financial or accounting field where I can enhance my skills and knowledge which can further become beneficial to the organization.

Key Skills

- Basic Knowledge of accounting related concepts.
- Good English Typing skills up to 30 wpm.
- Excellent Knowledge in MS-CIT.
- Good Knowledge in Using Computers.
- Good Communication Skills.
- Good Knowledge in MS Excel, Word, And Power point.
- Basic Knowledge in Bookkeeping.

Academic Qualifications

- Master Of Commerce (M.com)
University Of Mumbai
2023
- Bachelor Of Commerce (B.com)
University Of Mumbai
2021
- HSC(Science)
Maharashtra State Board
2018
- SSC
Maharashtra State Board

Additional Qualifications

- MS-CIT
- GCC-TBC English Typing 30 wpm
- DTP/CDP