
CURRICULAM VITAE

SHARSHINA FARVIN

Mob:971588599335

Mail id :Sharshinias9061@gmail.com



Objective

To be a part of an organization that will give me the opportunity to utilize my interest and abilities with my excellent performance to any given task according to the knowledge.

Profile

Good communication skills, hardworking, ability to adapt and get along with people and eager to learn new things and willing to work as an individual or as a part of the team.

Educational Qualification

Bachelor of commerce
IDEAL College for Advanced Studies- KADAKKASSERY 2016-2019 Kerala

Pre University -Commerce
Government higher secondary school – Kerala State Board 2015-2016 Kerala

Computer skill

 **Tally, Good Skills in MS Excel, Word and PowerPoint, Adobe Photoshop CS6, & SAAP**

Skills and Abilities

- Smart working and flexible
- Ability to work independently or as part of team.
- Proven leadership skills and ability to motivate.
- A Good preserver of people and ability to manage people

Work Experience

- **ZARA KIDS** :2 Year Experience in Sales Administrator.
- 2 Year Experience in Sales Assistant

Language Known

Speak

Malayalam

ENGLISH,HINDI

Read

Malayalam ,
English,Hindi

Write

Malayalam

English,Hindi

Sales Administrator

- Created reports to track forecasting and actual sales comparison etc...
- Maintained Daily sales administration functions
- Tracked weekly Activity,Expenses and absentee reports .

Sales Assistant

- Sales administrative assistant will report to general sales,manager
- Review planned activities in sales force,creates PR &PO 's in SAP for all marketing and sales action.

Personal Details

Date of Birth : 07/07/1997
Father's Name : SAKEER
Nationality : Indian
Place of Birth : KOOTTANAD ,
Sex : Female
Religion : Islam
Marital Status : Married
Passport no : U6755402

Declaration

I hereby declare that all the details mentioned above are true to the best of my knowledge. If given a chance I would perform my task to the best level. Hope you would accept my application and offer me a chance to serve your esteemed organization.

Thanking you in advance and expecting your valuable response and kindness.

SHARSHINA FARVIN