

HEENA KAUSAR SHAIKH



Key Skills

- Mathematic Teacher
- Accounts and Booking Keeping Teacher
- Hardworking and persistent excellent analytical skills
- Destination knowledge
- Quality Assurance

Address:—

Room No 14, Nanwala Chawl
Modi Compound, Ghodepdeo,
Reay Road, Mumbai 400010.

Phone: 8898476025 /
9172055668

E-mail:—

Kausar6025@gmail.com

PERSONAL INFORMATION

Date of Birth: 17th April 1991

Marital Status: Married

Father's name: Mohd. Afzal

Husband name: Abdul Rab
Shaikh

Languages :

English, Hindi, Urdu

OBJECTIVE:-

“To secure a position as a teacher and utilize my dedication for foster quality education required for a child's development”.

Profile Summary:-

EDUCATION:

* **M.Com B.Ed**

* B.Ed from Late Khatija College of Education (2015-2017) with (A+) grade Method (Maths and Commerce)

* M.Com from Akbar Peerbhoy College of Commerce and Economics (2019 – 2021) 1st year A+

* B.Com from Maharashtra College of Arts, Science & Commerce (2012-2013)

* H.S.C. (Commerce) from K.J. Somaiya College of Arts & Commerce. (2007-2008) 61.33%

* S.S.C. from Anjuman Islam Saif Tayabji Girls High School (2005-2006) 74.93%

OTHER COURSES

Diploma in Financial Management from Wellingkar Institute of Management.

TECHNICAL PROFICIENCY:

- MS CIT with (85%) from Yash Infotech, Mumbai)
- Tally ERP -9 (71%) from H-Tech

WORK EXPERIENCE

- Home tuition (Std. I to XII) duration 14 years (2008-2022)
- Worked with National Traders Company as an Accountant and admin for 1 year.
- Currently working in Y & M AKI Vocational Centre as a 'Teacher'

PROJECT WORKS

- 2 month training under auditing & income Tax with CA Sameer Mehta & Associates
- 4 month Internship done in Commerce in Rosary College.
- 2 months Internship done in Maths in city Covent School

Declaration:

I here by declare that above mentioned information are true in the best of my knowledge and belief.

Place:- Mumbai

Date:-