

## Shaikh Mukhtar

skmukhtar803@gmail.com

7700096579/8551851101

### CAREER OBJECTIVE

To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

### SKILLS

**Communication skills**

**Customer Handling**

**Data management**

**Money handling**

### EXPERIENCE

Feb-2022 - Apr-2023

**Diya multiservices & co.**

Data entry operator.

- Handling customer Kyc documentation.
- Updating Database
- Good knowledge about saving/current A/c Kyc process
- Connecting with clients for documents verification

### EDUCATION

Degree/Course	Percentage/CGPA	Year of Passing
<b>BSC</b> Kalinkadevi institute of Arts commerce & science. , Aurangabad	6.75	2023
<b>HSC</b> Mahatma phule college of commerce, science & arts. , Maharshtra	62 %	2020
<b>SSC</b> St.john's highschool Aurangabad , Maharshtra	60 %	2018

### HOBBIES

Playing football

### CERTIFICATES

**Data entry operator**

Certifications provided by NSD

### PERSONAL DETAILS

Address

301 mahatma phule wadi near korba mitha ghar school Barkat ali dargah road Wadala east Mumbai Maharashtra  
Mumbai, Maharashtra.

Date of Birth	12/09/2001
Gender	Male
Nationality	Indian
Marital Status	Single
Languages Known	English, Marathi, Hindi

Shaikh Mukhtar