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# ***CURRICULAM VITAE***

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**SHARSHINA FARVIN**

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**Mail id :Sharshiniyas9061@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**