


# SHAIK BAVAJAN

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 +918143148617

## SKILLS

Basic accounts  
staff management  
Company Drivers Salary  
Budget Management  
Payment collection  
Month-end reporting Customer  
service skills  
Self motivated  
Team work

## LANGUAGES

English - Intermediate  
Urdu - Native  
Telugu - Native  
Hindi - Professional

## ADDITIONAL INFORMATION

Passport - Yes  
Driving license - No

## CERTIFICATIONS

Best Volunteer Award - 2 times

## WORK EXPERIENCE

Accounts manager, 01/2023-Current  
Vijaya Popular Transport and logistics  
Vijayawada, India.

Relationship manager, 07/2022-09/2022  
DVG advisory private limited Bangalore,  
India.

Ward volunteer, 08/2019-07/2022  
Government of Andhra Pradesh  
Madanapalle, India.

Field sales Partner, 03/2020-04/2021  
Amazon, Madanapalle, India.

## EDUCATION HISTORY



10th class: SSC, 04/2011 Municipal urdu  
high school, Madanapalle.

12th Class: Maths, Physics And  
Chemistry, 06/2011-05/2013  
Sri siddhartha Junior college,  
Madanapalle.

Diploma in Computer Applications Ms  
Office, Typing, 02/2014 11/2014 Andhra  
Pradesh Urdu Academy, Madanapalle.

D. Ed (Diploma In Education):  
Elementary Teacher Training, 12/2014-  
12/2017  
Mynuddin elementary teacher training  
college, Giddalur

PGDCA: Life Skills, Personality  
Development, Typing, MS Office,  
03/2022-07/2022  
Satsang Skills Development center-  
Madanapalle